ANNUAL FINANCIAL REPORT INSTRUCTIONS

Child and Adult Care Food Program (CACFP)
Nutrition Department
Illinois State Board of Education (ISBE)
100 North First Street, W-270
Springfield, IL 62777-0001
Phone: 217.782.2491 or 800.545.7892

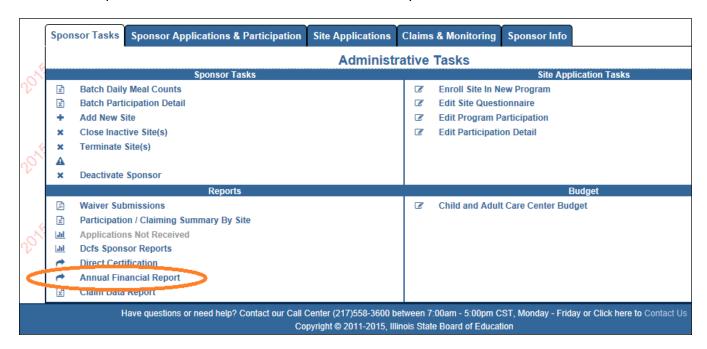
To complete the Child and Adult Care Food Program (CACFP) Annual Financial Report (AFR) for Fiscal Year 2024 (Oct. 1, 2023 – Sept. 30, 2024), please follow the steps below:

FIRST: Submit all claims for FY23, and then gather your completed Monthly Profit (or Loss) Summary forms and/or CACFP AFR Spreadsheet Then:

- Access WINS (Web-based Illinois Nutrition System), via IWAS (ISBE Web Application Security):
 - Go to the Illinois State Board of Education website at http://www.isbe.net/nutrition, click on the Log in to IWAS (ISBE Web Application Security) link and log in.
 - Click on System Listing
 - Click on Web-based Illinois Nutrition System (WINS)
- In WINS, select Program Year 2024 from the "Program Year" drop-down menu:



On the "Sponsor Tasks Tab," select Annual Financial Report:



- The system will pre-fill lines in the Revenue Sources section for FY24 CACFP Meal Reimbursement and CACFP Cash in Lieu of Commodities. If applicable, complete information for Other Food Service Revenue Received (food prepared but sold to other centers or sold as adult meals).
- Complete lines for FY24 Expenditures, as applicable. Do not input commas or decimals, and round figures to the nearest dollar amount. After inputting your organization's expenditure amounts, the Revenue Over/Under Expenditures section will automatically calculate your organization's profit or loss from CACFP reimbursement.

CACFP Expenditures should meet or exceed CACFP Revenue.

⊢Expenditures −−−−−	
Administrative Costs	
a. Administrative Labor	
b. Monitoring/Training	
c. Administrative Supplies	
d. Administrative Other (provide explanation)	
	A.
e. Total Administrative Costs	0.00
Food Service Labor	
Purchased Vended Meals	
Food Costs	
Allowable Nonfood Costs	
Overhead Costs	
Other Costs (Specify)	
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	lacksquare
Total Expenditures	0.00

- In the final section, 15% Administrative Cap, if your organization has <u>not</u> met the requirement to spend less than 15% of your CACFP reimbursement towards administrative costs, please complete question C, based on the information provided in A and B.
- After you enter and review all FY24 information, submit the report electronically to the Illinois State Board of Education by clicking the "Save" and then "Submit" button.

If you have questions regarding the AFR, please email cnp@isbe.net. If you have IWAS or WINS questions, please call the technology helpdesk at 217-558-3600.