




Monthly Profit and Loss Summary and Annual Financial Report



Child and Adult Care Food Program (CACFP)



Purpose of this training

Sponsors must operate a nonprofit food service. Operating a nonprofit food service requires that sponsors manage their revenue and costs monthly and annually to ensure compliance.



Friendly Reminder....

- USDA provides monthly reimbursement to serve nutritious meals and snacks
- Sponsors must be prepared to manage their CACFP as a non-profit food service program
- Must establish a separate line account
- Closely monitor all expenses



Monthly Profit or Loss Summary (ISBE 67-93)

- Summarizes your program income (revenue) and Expenditures (costs) for each month
- Documents the operation of a non-profit food service program
- You will need the following documents:
 - Program Reimbursement and any other Income
 - Cash Disbursement Form
 - Personnel Activity Reports
 - Or any other costs

Use your "Mouse" or "Tab" key to move through the fields and check boxes. After completing last field, save document to hard drive to make future updates or click print button.

ILLINOIS STATE BOARD OF EDUCATION
Nutrition and Wellness Programs Division
100 North First Street, W-270
Springfield, Illinois 62777-0001

Child and Adult Care Food Program
MONTHLY PROFIT (OR LOSS) SUMMARY

INSTRUCTIONS:

- Annually ALL Child and Adult Care Food Program (CACFP) Institutions must document they operate their food service program at a non-profit status.
 - This means the amount of meal reimbursement must be compared to the expenses for providing food service and if reimbursement exceeds CACFP expenses, those excess funds must be retained in the non-profit food service account and used only for the support of CACFP. CACFP institutions may only retain three months of excess CACFP funds. These funds must be used solely for the CACFP food service. See <http://www.fns.usda.gov/sites/default/files/796-2%20Rev%204.pdf> for CACFP allowable expenditures.
 - This form is intended as a guideline for documenting non-profit food service status on a monthly basis with a cumulative fiscal year to date (Oct. 1 – Sept. 30) total. You may choose to use this form or a similar form created by your organization.
 - Documentation of non-profit food service status is to be maintained with CACFP files and will be examined when a CACFP review is completed.
- Complete Section I with data for month.
- Complete Section II with data from the Claim for Reimbursement to project reimbursement.
 - Print the Claim Analysis for the Sponsor Claim from WINS
 - Enter Voucher amounts below for Meals and Commodities
- Complete Section III with allowable expenses for providing food service for the month. Calculate 15% cap on Administrative Costs, and the allowable portion of your monthly total for Overhead Costs.
- Complete Section IV and determine your monthly Profit or Loss Status.
- Complete Section V to determine cumulative annual Profit or Loss data. Refer to 1-A above if you determine you have a profit.

SECTION I: DATA	
Month/Year	Institution's Name

SECTION II: REIMBURSEMENT	
Use whole dollars only. Omit Dollar Signs, Commas, and Decimal Places throughout form.	
A. Meal Reimbursement For Month	\$
B. Cash in Lieu of Commodities for Month	\$
C. GRAND TOTAL ALL REIMBURSEMENT (Total of Section A and B) Section II-C	\$ 0

SECTION III: EXPENSE SUMMARY FOR MONTH	
Administrative Cost	
Administrative Labor	\$
Monitoring/Training	\$
Administrative Supplies	\$
Administrative Other	\$
Total Administrative Costs	\$ 0
Food Service Labor	\$
Purchased Vended Meals	\$
Food Cost	\$
Allowable Nonfood Costs	\$
Overhead Costs	\$
Other Costs (specify)	\$
TOTAL EXPENSES	\$ 0

15% CAP ON ADMINISTRATIVE COSTS

Regulations allow institutions to spend up to 15% of their annual reimbursement on Administrative Costs.

Total Meal Reimbursement (From Section II-A)

\$ X .15 (15%) => \$ 0

Compare this amount to the Total Administrative Costs above.

(From Section III)

☐ Administrative Costs are less than 15% cap—No Action Needed.

☐ Administrative Costs exceed 15% cap—Monitor monthly to ensure no more

ALLOCATING OVERHEAD COSTS		
Overhead Costs may be allocated to the food program at a rate determined by the amount of CACFP-utilized space compared to the total square feet of your facility/facilities. To determine the amount you may allocate for Overhead Costs in Section III, complete the following calculation and then multiply the resulting percentage rate times your organization's total Overhead Costs for the month:		
CACFP Square Feet	+	Total Center Square Feet
	=	Allowable rate for overhead costs
		NaN

SECTION IV: MONTH'S PROFIT/LOSS STATUS	
GRAND TOTAL ALL REIMBURSEMENT (From Section II-C)	\$ 0
ANY OTHER FOOD SERVICE REVENUE RECEIVED	\$
TOTAL FOOD SERVICE REVENUE	\$ 0
TOTAL EXPENSES (From Section III)	\$ 0
MONTHLY TOTAL [Check (✓) one]	
<input type="checkbox"/> Profit (+)	\$ 0
<input type="checkbox"/> Loss (-)	

SECTION V: ANNUAL PROFIT/LOSS STATUS	
CURRENT MONTH (From Section IV)	
[Check (✓) one] <input type="checkbox"/> Profit (+)	
<input type="checkbox"/> Loss (-)	
PREVIOUS MONTH'S YEAR TO DATE TOTAL (From Section V Previous Month)	
[Check (✓) one] <input type="checkbox"/> Profit (+)	
<input type="checkbox"/> Loss (-)	
YEAR TO DATE TOTAL	
[Check (✓) one] <input type="checkbox"/> Profit (+)	
<input type="checkbox"/> Loss (-)	



Illinois State Board of Education

Section I – Data

SECTION I: DATA	
July 20xx	Happy Kids CCC
Month/Year	Institution's Name

Section II – Reimbursement

SECTION II: REIMBURSEMENT	
Use whole dollars only. Omit Dollar Signs, Commas, and Decimal Places throughout form.	
A. Meal Reimbursement For Month	\$ 2434.50
B. Cash in Lieu of Commodities for Month	\$ 154.35
C. GRAND TOTAL ALL REIMBURSEMENT (Total of Section A and B) Section II-C	→ \$ 2588.85

This amount is found in WINS when you complete your monthly claim

Section III - Expenses

SECTION III: EXPENSE SUMMARY FOR MONTH	
Administrative Cost	
Administrative Labor	\$ 51.50
Monitoring/Training	\$ 0
Administrative Supplies	\$ 0
Administrative Other	\$ 0
Total Administrative Costs	\$ 51.5
Food Service Labor	\$ 498.17
Purchased Vended Meals	\$ 0
Food Cost	\$ 1962.66
Allowable Nonfood Costs	\$ 248.87
Overhead Costs	\$ 192.26
Other Costs (specify)	\$ 0
TOTAL EXPENSES	→ \$ 2953.46
15% CAP ON ADMINISTRATIVE COSTS	
Regulations allow institutions to spend up to 15% of their annual reimbursement on Administrative Costs.	
Total Meal Reimbursement (From Section II-A)	
\$ 2434.50	X .15 (15%) = → \$ 365.175
Compare this amount to the Total Administrative Costs above.	
(From Section III)	
<input checked="" type="checkbox"/>	Administrative Costs are less than 15% cap—No Action Needed.
<input type="checkbox"/>	Administrative Costs exceed 15% cap—Monitor monthly to ensure no more than 15% of reimbursement is spent on Administrative Costs annually.

Personnel Activity Reports

Personnel Activity Reports

Cash Disbursement Journal

Cash Disbursement Journal

Cash Disbursement Journal

Administrative Cost Cap



Illinois State Board of Education

Complete example - Monthly Profit or Loss Summary

SECTION I: DATA	
July 20xx Month/Year	Happy Kids CCC Institution's Name

SECTION II: REIMBURSEMENT	
Use whole dollars only. Omit Dollar Signs, Commas, and Decimal Places throughout form.	
A. Meal Reimbursement For Month	\$ 2434.50
B. Cash in Lieu of Commodities for Month	\$ 154.35
C. GRAND TOTAL ALL REIMBURSEMENT (Total of Section A and B) Section II-C	\$ 2588.85

SECTION III: EXPENSE SUMMARY FOR MONTH	
Administrative Cost	
Administrative Labor	\$ 51.50
Monitoring/Training	\$ 0
Administrative Supplies	\$ 0
Administrative Other	\$ 0
Total Administrative Costs	\$ 51.5
Food Service Labor	\$ 498.17
Purchased Vended Meals	\$ 0
Food Cost	\$ 1962.66
Allowable Nonfood Costs	\$ 248.87
Overhead Costs	\$ 192.26
Other Costs (specify)	\$ 0
TOTAL EXPENSES	\$ 2953.46

15% CAP ON ADMINISTRATIVE COSTS

Regulations allow institutions to spend up to 15% of their annual reimbursement on Administrative Costs.

Total Meal Reimbursement (From Section II-A)

\$ 2434.50 X .15 (15%) => \$ 365.175

Compare this amount to the Total Administrative Costs above.
(From Section III)

☒ Administrative Costs are less than 15% cap—No Action Needed.

☐ Administrative Costs exceed 15% cap—Monitor monthly to ensure no more than 15% of reimbursement is spent on Administrative Costs annually.

ALLOCATING OVERHEAD COSTS	
Overhead Costs may be allocated to the food program at a rate determined by the amount of CACFP-utilized space compared to the total square feet of your facility/facilities. To determine the amount you may allocate for Overhead Costs in Section III, complete the following calculation and then multiply the resulting percentage rate times your organization's total Overhead Costs for the month:	
Length x Width of Room = Square Feet	
CACFP Square Feet	Total Center Square Feet
800	10,000
Allowable rate for overhead costs	
0.08	

SECTION IV: MONTH'S PROFIT/LOSS STATUS	
GRAND TOTAL ALL REIMBURSEMENT	
(From Section II-C)	\$ 2588.85
ANY OTHER FOOD SERVICE REVENUE RECEIVED	\$ 0
TOTAL FOOD SERVICE REVENUE	\$ 2588.85
TOTAL EXPENSES (From Section III)	\$ 2953.46
MONTHLY TOTAL [Check (✓) one]	
<input type="checkbox"/> Profit (+)	\$ -364.61000000000001
<input checked="" type="checkbox"/> Loss (-)	

SECTION V: ANNUAL PROFIT/LOSS STATUS	
CURRENT MONTH (From Section IV)	
[Check (✓) one]	<input type="checkbox"/> Profit (+)
	<input type="checkbox"/> Loss (-)
	\$ -364.61
PREVIOUS MONTH'S YEAR TO DATE TOTAL	
(From Section V Previous Month)	
[Check (✓) one]	<input type="checkbox"/> Profit (+)
	<input type="checkbox"/> Loss (-)
	\$
YEAR TO DATE TOTAL	
[Check (✓) one]	<input type="checkbox"/> Profit (+)
	<input type="checkbox"/> Loss (-)
	\$ -364.61



If you find yourself showing a profit at the end of a month, ask yourself these questions:

- Is our food cost 40-45% of our total costs?
- Am I documenting all labor?
- Am I documenting all administrative costs?
- Does the profit exceed the total cost for the month?





Annual Financial Report (AFR)

- The AFR is a report of your overall revenue and expenses for the food program (October 1 – September 30).
- All institutions must submit the AFR online before December 15th each year, using WINS in IWAS - OR be declared Seriously Deficient!
- The culmination of your Monthly Profit or Loss Summary forms for 12 months should give you all required information to submit your AFR.
- There is also an AFR Data Collection Spreadsheet on the website that you can use if you would like to have all information on one sheet of paper.



NUTRITION Child and Adult Care Food Program

Child Care Institutions

- [CACFP Administrative Handbook for Child Care Centers](#)

NUTRITION

CHILD CARE INSTITUTIONS

- [Frequently Asked Questions](#)
- [And Justice for All Poster](#) - Display in highly visible area
- [Building for the Future Brochure](#) - Provide to parents OR display in highly visible area
- [Building for the Future Brochure Spanish](#)
- [WIC \(Women, Infants and Children\) Flyer](#) - Provide to parents OR display in a highly visible area (At-Risk After-School Snack/Supper Programs are not required to post this information.)

How to Apply

Annual Financial Report

- [What is the Annual Financial Report?](#)
- [Annual Financial Report Instructions](#)
- [Monthly Profit \(of Loss\) Summary](#)
- [AFR Data Collection Spreadsheet](#)

Best Practice Videos

Recommended to complete monthly. It will make your AFR submission in December easy!!





Illinois State Board of Education

Snapshot of the Entire AFR Spreadsheet

	October 20xx	November 20xx	December 20xx	January 20xx	February 20xx	March 20xx	April 20xx	May 20xx	June 20xx	July 20xx	August 20xx	September 20xx	Total 20xx
1 CACFP Meal Reimbursement	2,411.59	1873.77	1,817.82	2,084.62	2036.57	2285.09	2258.57	2,371.20	2,366.00	2434.5	2374.46	2,284.65	26598.84
2 CACFP Cash in Lieu of Commodities	211.13	158.88	153.42	184.06	198.1	223.95	222.07	237.82	232.02	154.35	240.72	223.9	2440.42
3 Other Food Service Revenue Received (Food prepared but sold to other centers or sold as adult meals)													0
4 Total Revenue	2622.72	2032.65	1971.24	2268.68	2234.67	2509.04	2480.64	2609.02	2598.02	2588.85	2615.18	2508.55	29039.26
5 Administrative Costs													
5a Administrative Labor	84.39	74.92	36.34	62.52	40.72	45.7	79.03	71.13	118.3	51.5	69.38	91.36	825.29
5b Monitoring/Training									92.2				0
5c Administrative Supplies													92.2
5d Administrative Other													0
5e Total Administrative Costs	84.39	74.92	36.34	62.52	40.72	45.7	79.03	71.13	210.5	51.5	69.38	91.36	917.49
6 Food Service Labor	524.4	406.4	394.2	498.96	491.17	577.07	545.6	519.8	493.81	498.17	523	476.52	5949.1
7 Purchased Vended Meals													0
8 Food Costs	1311.12	1016.33	1281.15	1587.6	1452.1	1756.3	1860	1878.48	1428.9	1962.66	1307.5	1504.8	18346.94
9 Allowable Non-food Costs	262.2	203.2	197.1	249.48	201.06	250.9	235.6	287	246.81	248.87	209.2	275.88	2867.3
10 Overhead Costs	196.65	162.56	157.68	181.44	178.72	175.63	173.6	195.68	207.84	192.26	209.2	200.64	2231.9
11 Other Costs (specify)													0
12 Total Expenditures	2378.76	1863.41	2066.47	2580	2363.77	2805.6	2893.83	2952.09	2587.86	2953.46	2318.28	2549.2	30312.73
13 Current Year Profit/(Loss)	243.96	169.24	-95.23	-311.32	-129.1	-296.56	-413.19	-343.07	10.16	-364.61	296.9	-40.65	-1273.47

The grand total information is
submitted to ISBE every December

Snapshot of July

	July 20xx
1 CACFP Meal Reimbursement	2434.5
2 CACFP Cash in Lieu of Commodities	154.35
3 Other Food Service Revenue Received (Food prepared but sold to other centers or sold as adult meals)	
4 Total Revenue	2588.85
5 Administrative Costs	
5a Administrative Labor	51.5
5b Monitoring/Training	
5c Administrative Supplies	
5d Administrative Other	
5e Total Administrative Costs	51.5
6 Food Service Labor	498.17
7 Purchased Vended Meals	
8 Food Costs	1962.66
9 Allowable Non-food Costs	248.87
10 Overhead Costs	192.26
11 Other Costs (specify)	
12 Total Expenditures	2953.46
13 Current Year Profit/(Loss)	-364.61



Illinois State Board of Education

Example of an Annual Financial Report

AFR Due Date



1.	CACFP Meal Reimbursement	26,598.84
2.	CACFP Cash in Lieu of Commodities	2,440.42
3.	Other Food Service Revenue Received (Food prepared but sold to other centers or sold as adult meals)	0.00
4.	Total Revenue	29,039.26

Expenditures

5.	Administrative Costs	825.29
5a.	Administrative Labor	0.00
5b.	Monitoring/Training	92.20
5c.	Administrative Supplies	0.00
5d.	Administrative Other	917.49
5e.	Total Administrative Costs	5,949.10
6.	Food Service Labor	0.00
7.	Purchased Vended Meals	18,346.94
8.	Food Costs	2,867.30
9.	Allowable Nonfood Costs	2,231.90
10.	Overhead Costs	0.00
11.	Other costs (specify) <input type="text"/>	30,312.73
12.	Total Expenditures	-1,273.47

Revenue Over/Under Expenditures

13. Current Year Profit/(Loss)

15% Administrative Cap

14. Your organization has met the requirement to spend less than 15% of your CACFP reimbursement towards administrative costs. Since you meet this requirement it is not necessary to answer the rest of the questions. ☒
15. Your organization has greater administrative costs than 15% of your CACFP reimbursement. Please answer the questions below. ☐
- 15a. Your organization's Total Administrative Costs exceed the 15% Administrative Cap by
- 15b. Your organization could not use CACFP funds to pay for the
- 15c. Can you ensure this agency that CACFP funds were not used to pay for the ☒ Yes ☐ No

AFR Excel Spreadsheet

Total
20xx
26598.84
2440.42
0
29039.26
825.29
0
92.2
0
917.49
5949.1
0
18346.94
2867.3
2231.9
0
30312.73
-1273.47



What happens if the CACFP makes a profit at the end of the fiscal year?

- If there are funds left over at the end of the fiscal year, sponsors may transfer the funds to other Child Nutrition Programs (CNP) → SBP, NSLP, SFSP

OR

- Use the funds for improving the CACFP in the following year





Furthermore, if you show a profit....



- May not be transferred to operations not related to CACFP or CNP
- A maximum of three months of CACFP reimbursement can be retained in the food program account.
 - If you show more than 3 months, sponsors will be asked to submit a detailed plan that specifies how the excess funds will be used to expand or enhance the CACFP operation



There are several forms on our website that will help you with the financial management of your program



NUTRITION Child and Adult Care Food Program

Child and Adult Care Food Program
(CACFP) Forms and Documents

NUTRITION

CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FORMS AND DOCUMENTS

CACFP ADMINISTRATIVE HANDBOOK

Recordkeeping

- AFR Spreadsheet 📄
- At-Risk After-School Snack/Supper Program Daily Meal Count Form 📄
- Cash Disbursements 📄
- Checklist of Annual Documents 📄
- Checklist for Profit Audit 📄
- Checklist for Program Review 📄
- Checklist of Monthly Documents 📄
- CN Labeling
 - PFS Fruits/ Vegetables 📄
 - PFS Grains 📄
 - PFS Meat/ Meat Alternate 📄
 - PFS Tip Sheet 📄
 - Product Formulation Statement (PFS) Guidance
 - USDA/ USDC Authorized Labels and Manufacturers
- Food Donations 📄
- For-Profit Eligibility Form 📄
- Master List 📄
- Master List for Emergency Shelter 📄
- Master List for Head Start or Even Start 📄
- Meal Participation Record - Fill in Dates 📄
- Meal Participation Record - 31 Days 📄
- Meal Participation Record for Emergency Shelter 📄
- Meal Participation for Adults 📄
- Monthly Milk Purchase Estimate 📄
- Monthly Profit or Loss Summary 📄
- Personnel Activity Report 📄
- Total Meals Recap 📄
- Training Form 📄



Make sure to watch all of our CACFP Financial Management Webinars

- Financial Management Overview for CACFP
- Allowable and Non-allowable Costs
- Cash Disbursement Journal, Food Donation log and Monthly Milk Purchase Estimate form
- Personnel Activity Reports



Nutrition Department

Illinois State Board of Education

www.isbe.net/nutrition

cnp@isbe.net

800-545-7892

thank
you!