



Monthly Profit and Loss Summary and Annual Financial Report





Child and Adult Care Food Program (CACFP)







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



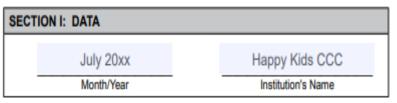
Monthly Profit or Loss Summary (ISBE 67-93)

- Summarizes your program income (revenue) and Expenditures (costs) for each month
- Documents the operation of a nonprofit 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

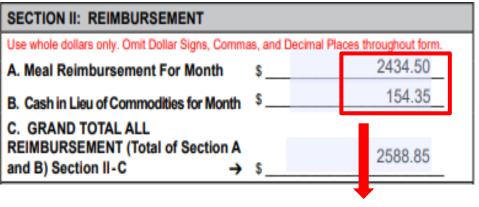
		Nutrition and Wellness		Child and Adult Care Food Program								
		100 North First S		MONTHLY PROFIT (OR LOSS) SUMMARY								
		Springfield, Illinoi	s 62777-0001									
INS	TRU	ICTIONS:										
1.	Ann	ually ALL Child and Adult Care	Food Program (CACFP) institutions mu	ist document they op	erate ti	heir food so	ervice pr	rogran	n at a non-profit status.			
	A. 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.usta.gov/sites/default/liss7/86-2/k2/Bran/s/244.pdf for CACFP allowable expenditures.								or the support of CACEP.			
	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.											
	C. Documentation of non-profit food service status is to be maintained with CACFP files and will be examined when a CACFP review is completed.											
2.	Complete Section I with data for month.											
3.	Соп	plete Section II with data from t	the Claim for Reimbursement to project	reimbursement.								
	A.	Print the Claim Analysis for the	Sponsor Claim from WINS									
	В.	Enter Voucher amounts below	for Meals and Commodities									
4.		plete Section III with allowable ion of your monthly total for Ove	expenses for providing food service for rhead Costs.	the month. Calculate	15% (cap on Adn	ninistrati	ve Co	sts, and the allowable			
5.			your monthly Profit or Loss Status.									
6.	Соп	plete Section V to determine cu	mulative annual Profit or Loss data. Re	efer to 1-A above if yo	u dete	rmine you	have a p	profit.				
SEC	TIO	N I: DATA		ALLOCATING O								
									ogram at a rate determined of to the total square feet of			
		Month/Year	Institution's Name	your facility/facility	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							
SEC	TIO	N II: REIMBURSEMENT		Costs in Section III, complete the following calculation and then multiply the resulting percentage rate times your organization's total Overhead Costs for								
Use	whole	dollars only. Omit Dollar Signs, Comm	ns, and Decimal Places throughout form.	the month:								
A. 1	Aeal I	Reimbursement For Month	S	Length x Width of Room = Square Feet								
B. 0	Cashi	n Lieu of Commodities for Month	\$	CACFP Square	П	Total Ce		П	Allowable rate for overhead costs			
		ND TOTAL ALL RSEMENT (Total of Section A		Feet	┨╸╏	Square	reet	-				
		ection II-C	\$0	SECTION IV: MO	Щ			Щ	NaN			
SEC	TIO	N III: EXPENSE SUMMARY FO	OR MONTH					IATU	5			
Adn	ninist	rative Cost		GRAND TOTAL A			WENT		0			
	Adn	ninistrative Labor	s	(From Section II-0		→	_					
	Mor	nitoring/Training	S	ANY OTHER FO REVENUE RECE	OD SE	ERVICE → +	. \$_	_				
	Adn	ninistrative Supplies	\$	TOTAL FOOD SE	RVICE				0			
	Adn	ninistrative Other	\$			→ =			0			
Tota	ıl Adn	ninistrative Costs	s 0	(From Section III)		-	\$ _					
Foo	d Ser	rvice Labor	S	MONTHLY TOTA	L [Che	eck (🖍) one	e]					
Pun	rhase	ed Vended Meals	\$	II	□ Pr	rofit (+) _		0			
	d Co		S	ll .		oss (-	' = s_	_				
		Nonfood Costs	8	SECTION V: AN	_			ATLIC				
		d Costs		CURRENT MON				AIOO				
				[Check () one]	_	rofit (+						
		sts (specify)	s0		=	oss (-						
101	IAL E	,	-	ll .					0			
_		15% CAP ON ADMIN		PREVIOUS MON	TU'S	EAR TO 5	ATE TO	TAI				
		ions allow institutions to s sement on Administrative Cos	spend up to 15% of their annual				MIE IL	IML				
		al Reimbursement (From Section	(From Section V I	_	,							
\$_		X .15 (15%	[Check (🗸) one]	=								
Cor	npar	this amount to the Total Adn	ninistrative Costs above.	II		.oss (-						



Section I - Data

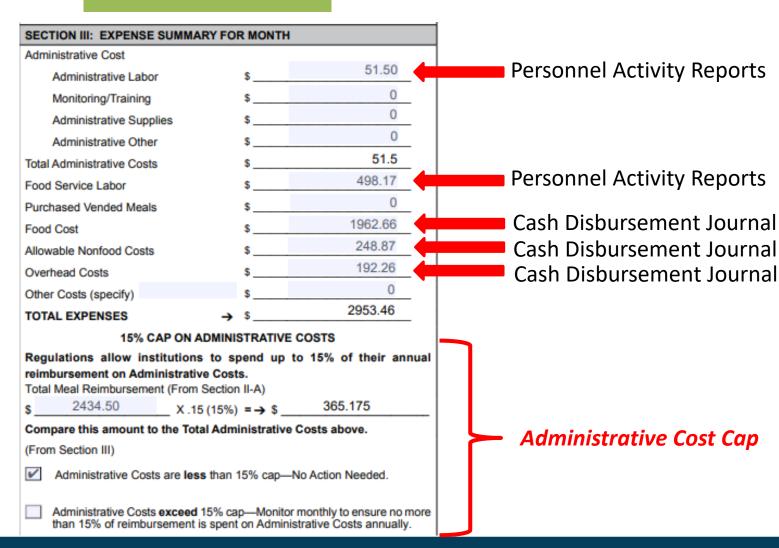


Section II – Reimbursement



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

Section III - Expenses





Complete example - Monthly Profit or Loss Summary

SECTION I: DATA	ALLOCATING OVERHEAD COSTS									
July 20xx	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									
Month/Year										
SECTION II: REIMBURSEMENT	Costs in Section III, complete the following calculation and then multiply the resulting percentage rate times your organization's total Overhead Costs for									
Use whole dollars only. Omit Dollar Signs, Con	the month:									
A. Meal Reimbursement For Month	\$	2434.50	Length x Width of Room = Square Feet							
B. Cash in Lieu of Commodities for Month \$ 154.35			CACFP Square Feet			Center re Feet		Allowable rate for overhead costs		
REIMBURSEMENT (Total of Section	A	2588.85	800	1 *	10	10.000	1	0.08		
and B) Section II-C	→ \$	2500.05	SECTION IV: MOI	NTH			STAT	0.00		
SECTION III: EXPENSE SUMMARY I	OR MON	гн	GRAND TOTAL AL				,,,,,			
Administrative Cost								2588.85		
Administrative Labor	\$	51.50	(_	0		
Monitoring/Training	\$	0								
Administrative Supplies	\$	0						2588.85		
Administrative Other	\$	0	→= TOTAL EXPENSES \$					2953.46		
Total Administrative Costs		51.5	(From Section III)	•	-	•- °				
Food Service Labor	\$	498.17	MONTHLY TOTAL	[Ch						
Purchased Vended Meals	\$	0		F	Profit	⁽⁺⁾ = _{\$}	4	364.6100000000001		
Food Cost	\$	1962.66		Z	Loss	(-)	_			
Allowable Nonfood Costs	\$	248.87 SECTION V. ANNUAL PROFIT/LO					TATU	S		
Overhead Costs	\$	192.26	CURRENT MONTI	H (Fr	rom Section	on IV)				
Other Costs (specify)	\$		[Check (🗸) one]	F	Profit	(+)				
TOTAL EXPENSES	* \$	2953.46			Loss	(-)		-364.61		
15% CAP ON ADMI	NISTRATI	VE COSTS				→ \$.		-304.01		
Regulations allow institutions to	spend u	p to 15% of their annual	PREVIOUS MONTH'S YEAR TO DATE TOTAL							
reimbursement on Administrative Co	sts.		(From Section V Previous Month)							
Total Meal Reimbursement (From Sect	[Check (🗸) one]	□ P	Profit	(+)						
\$ 2434.50 X .15 (15	%) =→ \$	365.175	[enem (e) enem		Loss	. ,				
Compare this amount to the Total Ac	'		LOSS	(-)						
(From Section III)				→ + \$						
Administrative Costs are less that	YEAR TO DATE TO [Check (✔) one]		_	(+)						
	[5/100/14 / 6/10]		Loss	(·) (-)						
Administrative Costs exceed 15% than 15% of reimbursement is spe	,			(-) →= \$.		-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.

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* > Nutrition > Child and Adult Care Food Program > Child Care Institutions

NUTRITION

Child and Adult Care Food Program

Child Care Institutions

 CACFP Administrative Handbook for Child Care Centers

NUTRITION

How to Apply

CHILD CARE INSTITUTIONS

- Frequently Asked Questions
- 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.)

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

Annual Financial Report

• What is the Annual Financial Report?

• Annual Financial Report Instructions

• Monthly Profit (of Loss) Summary

• AFR Data Collection Spreadsheet



Snapshot of the Entire AFR Spreadsheet

													_	
		October	November	December	January	February	March	April	May	June	July	August	September	Total
		20xx	20xx	20xx	20xx	20xx	20xx	20xx	20xx	20xx	20xx	20xx	20xx	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													0
(Food)	prepared but sold to other centers or sold as adult meals)													
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													0
5c	Administrative Supplies									92.2				92.2
	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		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
13	Current real Pronv(LOSS)	243.90	109.24	-95.23	-311.32	-129.1	-230.50	-413.19	-343.07	10.10	-304.01	290.9	-40.05	-12/3.4/

The grand total information is submitted to ISBE every December

Snapshot of July

		July
	<u>'</u>	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



Example of an Annual Financial Report

AFR Due Date



1. 2. 3. 4.	CACFP Meal Reimbursement CACFP Cash in Lieu of Commodities Other Food Service Revenue Received (Food prepared but sold to other centers or sold as adult meals) Total Revenue	26, 598.84 2,440.42 0.00 29,039.26	AFR Excel Spreadsheet Total 20xx
Expenditures 5.	Administrative Costs 5a. Administrative Labor 5b. Monitoring/Training 5c. Administrative Supplies 5d. Administrative Other 5e. Total Administrative Costs	825.29 0.00 92.20 0.00	26598.84 2440.42 0 29039.26
6. 7. 8. 9. 10. 11.	Food Service Labor Purchased Vended Meals Food Costs Allowable Nonfood Costs Overhead Costs Other costs (specify) Total Expenditures	5,949.10 0.00 18,346.94 2,867.30 2,231.90 0.00 30,312.73	825.29 0 92.2 0 917.49 5949.1 0
13. 15% Administ 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. Your organization has greater administrative costs than 15% of your CACFP reimbursement. Please	- 1,273.47	2867.3 2231.9 0 30312.73
15a. 15b. 15c.	Your organization's Total Administrative Costs exceed the 15% Administrative Cap by Your organization could not use CACFP funds to pay for the Can you ensure this agency that CACFP funds were not used to pay for the	● Yes ● No	-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







- 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



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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 (CACPP) Forms and Docum

NUTRITION Child and Adult Care Food Program

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

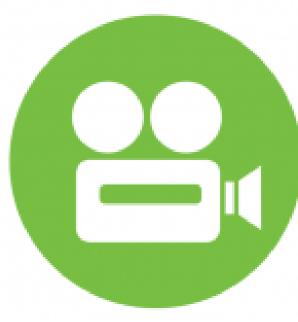
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FORMS AND DOCUMENTS

CACFP ADMINISTRATIVE HANDBOOK

Recordkeeping

- AFR Spreadsheet (M)
- 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

