

**Illinois State Board of Education
Child and Adult Care Food Program**

ANNUAL FINANCIAL REPORT

The Child and Adult Care Food Program (CACFP) Annual Financial Report (AFR) provides documentation of your nonprofit food service program, as required by Federal regulations. A nonprofit food service means CACFP reimbursement is used only for the food service operation.

All participating institutions are required to operate a nonprofit food service program and to submit an AFR before December 15 of the following fiscal year. The CACFP fiscal year runs from October 1 through September 30.

Your institution should maintain Monthly Profit (or Loss) Summaries for each month from October through September. This form is available on the ISBE website at http://www.isbe.net/nutrition/htmls/daycare_centers.htm. The Monthly Profit (or Loss) Summaries contain information necessary for the completion of your AFR. In addition, the AFR Data Collection Spreadsheet, available on the ISBE website at http://www.isbe.net/nutrition/htmls/daycare_centers.htm, can be used to compile your monthly revenues and expenses.

The AFR is not part of your annual application renewal process. If you fail to submit the AFR before December 15 each year, your institution could be declared seriously deficient in the operation of the program, which could lead to termination from the program.

Please complete the Annual Financial Report before December 15 each year.