CACFP Independent of Child, Adult or At-Risk Care Centers: Revised CACFP Annual Financial Reporting Procedures
New Process

• Annual Financial Report for FFY2016 must be submitted online by required due date
• Failure to submit within 30 days from due date will result in disabling of online claiming rights.
• Paper Form (PI-1463) should be completed and retained on-site for Agency records.
Starting point

• Login to the CACFP online services
Starting point

- Click on **Community Nutrition Program**
Starting point

• Click on *Financial Report*
Starting point

• Click on *Enter-Edit Report* (to complete a new or edit a submitted report)
Enter-Edit Report

- Select the last option on the drop down
- Select the fiscal year of the reporting period
- Click Continue

Your agency number and name will appear here

Fiscal Quarter/Annual: October 1 - September 30, Annual  
Entering Program Income

Line 1: Report CACFP Carryover income from last submitted report (majority of the time this will be 0)

Line 2: CACFP Meal Reimbursement entered automatically for agency using accrual method.

Line 3: CACFP Cash in Lieu entered automatically for agency using accrual method.
Entering Program Income

Line 4: Report any additional CACFP income (applicable for Pricing Programs only)

Line 5: Report any additional Program income (i.e. interest earned on unspent CACFP income)

Line 6: Report any additional income used to supplement the CACFP

* This amount should be just enough used to cover the total CACFP costs reported.
Entering Program Expenses

Line 8: Food Costs – report the actual cost for consumable food supplies and/or vended meals
Line 9: Nonfood/Kitchen supply – report actual cost for kitchen supply costs
Line 10: Food Service labor – report actual food service labor costs
Line 11: Other food service cost – report actual other food service cost and provide specifics in space provided.

January 2016
Entering Program Expenses

- Expense categories the same as PI-1463 form and online Budget Summary.
- Enter an actual dollar amount in all approved cost fields.
  - DO NOT ROUND
  - Zero (0) entered for those that do not apply
  - Must be supported with on-site documentation
- Unapproved Cost Line items from budget summary are grayed out
  - Must submit budget amendment prior to incurring cost.
**Entering Program Expenses**

- Gray area(s) are not approved in the online budget – Cannot use CACFP funds to pay for these costs

<table>
<thead>
<tr>
<th>PROGRAM COSTS</th>
<th>Expenses ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Food costs this year</td>
<td></td>
</tr>
<tr>
<td>9. Nonfood/kitchen supply costs</td>
<td></td>
</tr>
<tr>
<td>10. Food service labor costs this year <em>including both operational and administrative salaries &amp; benefits</em></td>
<td></td>
</tr>
<tr>
<td>11. Other food service costs Specify:</td>
<td>0.00</td>
</tr>
<tr>
<td>12. Total Food service costs line 8 + 9 + 10 + 11</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Net income: Subtract line 12 from line 6 and enter results; the two lines must equal and the result should be zero (0). 0.00
Other Items of Note

• Do not enter a negative amount
• Only enter enough income in line #6 to balance report
• Automatically totals after each section.
  – Press tab key to advance to next line and at the end of the report.
  – **DO NOT** press arrow keys or Enter
    • Arrow keys moves report Up and Down
    • Enter Key submits report and will receive error messages if not complete.
Certification

• Type in name, phone number and email of person completing the form. Must be Authorized Representative or person designated by AR, in the contract, to complete the report.
  – Acts as your agency’s signature

• Click the *Submit* button.

• Error messages must be corrected in order to successfully submit.
Successful Submission

• Print this page for your records
• Completed report will not be saved until this page is shown.

Financial Report
[Enter/Edit Financial report]

Your agency number and name will appear here

CACFP Financial Report has been successfully saved.
Print Complete Report

• Click on *Browse Quarterly Financial Report* (to review and print a submitted report)
Amending a Submitted Report

• All submitted reports are reviewed and approved by DPI.
• You must contact Cari Ann Muggenburg via email at cari.muggenburg@dpi.wi.gov to revise a submitted report.
  – Report will be unlocked and submitted revision will overwrite original.
Questions

• Online Refresher Trainings
  – Submission of Annual Financial Report
    http://screencast.com/t/yGSEWm8dyd2O

• Contact Cari Muggenburg with any questions.