

Financial Management: Back to Basics



Training Takeaways

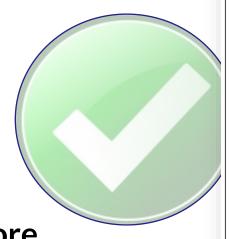
- 1. Acceptable and unacceptable receipts
- 2. Identify CACFP costs on receipts
- 3. Track CACFP costs onto a general ledger
- 4. Payroll documentation for CACFP paid staff
- 5. Reporting Expenses to DPI



Acceptable Receipts

Must be legible and contain:

- Date of purchase
- Itemized
- Cost of item
- Vendor/Supplier/Store
- Method of payment



Food Mart 10/10/20XX

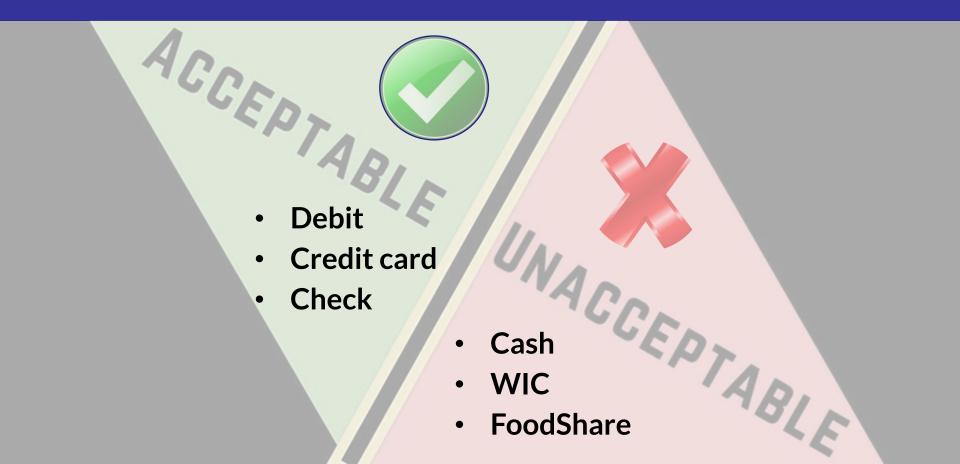
Yogurt	3.46
Yogurt	3.46
Yogurt	3.46
Cupcakes	3.50
Baby Wipes	
Coffee	5.50
WG Crackers	2.99
WW Bread	1.99
WW Bread	1.99
Paper Plates	3.49
Dish soap	1.49
1% Milk	2.59
1% Milk	2.59
Cookies	3.84
Cookies	3.84
Toaster Pastry	3.99

Thank you!

Debit card XXXXXX

Approved

Methods of Payment





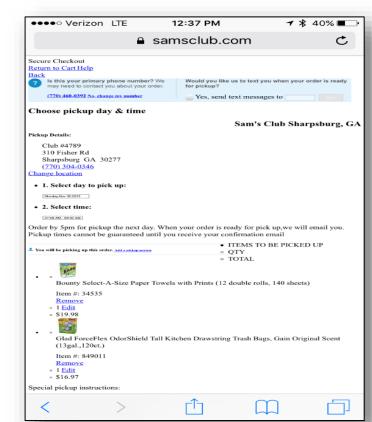
- No date of purchase
- No store/vendor listed
- No method of payment

Cabbage Local per LB	
5.34 lb @ 0.89/ lb	4.75 1
Potato Mix RW per LB 1.61 lb @ 1.59/ lb	2.56 1
Mushrooms Shitake / 0.27 lb ⊕ 5.49/ lb	1.48 1
Hunter Bacon /LB Bel 0.48 lb @ 5.99/ lb	2.88 1
Shanghai Choy per LB	
2.15 lb @ 1.99/ lb Shanghai Choy per LB	4.28 1
0.92 lb @ 1.99/ lb	1.83 1
BALANCE DUE	18.22



Online order form, not receipt

 Does not show actual items or amount charged





Allowable CACFP Expenses

Food Costs:

- Creditable foods
- Meals from vendor
- Condiments
- Spices
- Ingredients in CACFP meals

Non-Food/Kitchen Supplies:

- Paper goods
- Cleaning supplies
- Kitchen utensils
- Dishes



Unallowable Non-CACFP Expenses

- Personal items or center supplies
- Non-creditable foods (i.e., coffee, ice cream, grain-based desserts)
- Food purchased for use outside of a CACFP meal
- Meals served to adults not working with CACFP
- Tax charged if nonprofit

Cannot be paid with CACFP funds

Identify CACFP Costs

Total Each Cost

```
Food = $22.53
 Non-food = $4.98
 Unallowable (UA) = $23.17
        Food Mart
       10/10/20XX
Yogurt......3.46
Yogurt.....3.46
Yogurt.....3.46
Cupcakes.....3.50 UA
Baby Wipes.....2.50 UA
Coffee......5.50 UA
WG Crackers.....2.99
WW Bread .....1.99
WW Bread......1.99
Paper Plates.....3.49 NF
Dish soap......1.49 NF
1% Milk......2.59
1% Milk.....2.59
Cookies......3.84 UA
Cookies.....3.84 UA
Toaster Pastry......3.99 UA
Debit card XXXXXX
                 Approved
        Thank you!
```

Identify/Notate:

- ✓ CACFP Food
- ✓ Kitchen Supplies
- ✓ Non-CACFP Expenses

CACFP General Ledger

Claim Month:		October	
Program Year:			
Monthly CACFP F	deimbursement Earned:		
Monthly Food Prog	ram Expenses:		-
	ded from Other		
F	unding Source:		-

Directions: Track the monthly food program expenses that are paid with CACFP funds and the CACFP reimbursement that is earned each month. Total each expense column for the month at the bottom. Attach receipts, invoices, cancelled/copies of checks, DPI payment confirmations, and any other supporting documentation for each cost/payment. Use completed reports to complete the annual Nonprofit Food Service Financial Report (PI-1463) which is due DPI by November 1st.

CACFP General Ledger													
	Method of Payment (Check, CC, Cash)		Total Amount of Receipt	Food	Labor & Benefits Other - Food Program				Labor & Benefits Other - Fo				
Date		Name (Payee on Check)			Nonfood/ Kitchen Supplies	Food Service (Kitchen)	Admin.	Contracted Services (Food Vendor)	Kitchen Equipment	CACFP Travel (Admin.)	CACFP Travel (Oper.)	Other Non- CACFP	Specify Other
Monthly	Monthly CACFP Expenses: 0.00 0.00 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

General Ledger

_	CACF												
							Labo						
	Date	Method of Payment (Check, CC, Cash)	Name (Payee on Check)	Total Amount of Receipt	Food	Nonfood/ Kitchen Supplies	Food Servid (Kitche						
	10/10	Debit	Food Mart	50.68	22.53	4.98							
	10/10	Cas h)	,		22.53		(1						

Food = \$22.53 Non-food = \$4.98 Unallowable (UA) = \$23.17Food Mart 10/10/20XX Yogurt.....3.46 Yogurt.....3.46 Yogurt.....3.46 Cupcakes.....3.50 UA Baby Wipes.....2.50 UA Coffee......5.50 UA WG Crackers.....2.99 WW Bread1.99 WW Bread.....1.99 Paper Plates......3.49 NF Dish soap.....1.49 NF 1% Milk.....2.59 1% Milk.....2.59 Cookies.....3.84 UA Cookies.....3.84 UA Toaster Pastry......3.99 UA Debit card XXXXXX Approved Thank you!

Payroll Documentation for CACFP Staff

100% CACFP Staff

Payroll records



Not 100% CACFP

- Payroll records
- Daily time sheet

CACFP Daily Time Log Agency Name: ABC Day Care Employee Name: Sisco Francisco Month/Year: April 2020 Position: Director/Cook CACFP HOURS CACFP Job Code(s) CACFP AMOUNT From List Above Date Time In Time Out TOTAL hours Rate of Pay 8:00 AM 2:00 PM 15.00 \$90.00 1, 2, 3, A, C 4:00 PM 6:00 PM 15.00 \$30.00 \$120.00 4/15 5:00AM 1:00 PM 15.00 \$0.00 \$0.00 \$0.00 \$240.00 *Number in Red Box is the maximum amount that can be charged to CACFP for this employee for the month. Record

*Number in Red Box is the maximum amount that can be charged to CACFP for this employee for the month. Record this number on your General Ledger form for tracking monthly CACFP expenses. These reports, along with your payroll records, will support the number that you report on Line #10 on the Annual CACFP Financial Report

Reporting Costs: Budget

- Part of Application/Contract
- Can be Amended
- Projection of <u>Upcoming</u> Program Year



Reporting Costs: Budget

- Projection of Income:
 - CACFP Reimbursement Calculator
 - Other program income (i.e. tuition)
- Projection of Expenses
 - CACFP Costs: Food, Kitchen Supplies, food service labor



Reporting Costs: Financial Report

- Actual Report of Past Program Period
- Documentation Support Reported Numbers



Due dates:

Independent Cotober 1 – September 30 due November Sponsoring Organization Quarterly

Reporting Period

1st Quarter (October 1 - December 31)

2nd Quarter (January 1 - March 31)

3rd Quarter (April 1 - June 30)

4th Quarter (July 1 - September 30)

Due Date
March 1st
June 1st
September 1st
December 1st

Reporting Costs: Financial Report

ACTUAL Income:

- CACFP Reimbursement (automatic)
- Other program income (i.e., tuition)

ACTUAL Expenses

- CACFP Costs: Food, Kitchen Supplies, food service labor, etc.
- Must have been approved in Contract Budget





Independent Agencies

How to Submit the Annual CACFP Financial Report 🕒

• Annual Financial Report (paper form) 📓

General Ledger for Independent Centers 🖹

Daily Time Log for Independent Centers 🗷

Sponsoring Organizations

How to Submit the Quarterly CACFP Financial Report 🕒

- Quarterly Financial Report for Sponsors of Affiliated Sites (paper form)
- Quarterly Financial Report for Sponsors of Unaffiliated Sites (paper form)

General Ledger for Sponsoring Organizations 🗷

Daily Time Log for Sponsoring Organizations 🗷

Financial Management Resources

CACFP Training Spotlight: CACFP Costs 🕒

Includes information on allowable and unallowable costs, and maintaining support documentation and a tracking system

USDA Assessing Costs in the CACFP

CACFP Financial Management Regulations (796-2, rev. 4)

Local Food Purchase Log

Donated Food Log 🕒

CACFP Appeal Procedure and Request Form 🕒

Resources



E-Learning Course: Financial Management

CACFP E-Learning Courses



The E-Learning courses below include lessons on CACFP requirements applicable to each type of program. Click on your program below.

Child Care Centers, Outside of School Hours, Emergency Shelters, and Head Starts

Adult Day Centers

At-Risk Afterschool Centers

Family Day Care Homes

- CACFP Claims
- CACFP Claims Emergency Shelters
- Financial Management



Annual Financial Report: Independent Centers





This institution is an equal opportunity provider.