CACFP Sponsors of Child, Adult and/or At-Risk Care Centers: CACFP Quarterly Financial Reporting Procedures
New Process

- Quarterly 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-A or C) should be completed and retained on-site for Agency records.

January 2016
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 quarter that you are reporting or the quarter in which you wish to amend and the federal fiscal year that corresponds to that quarter.
  – The system will only allow you to select a quarter after the reporting period has ended.
Entering Program Income


Line A2: CACFP Meal Reimbursement entered automatically for agency using accrual method.

Line A3: CACFP Cash in Lieu entered automatically for agency using accrual method.
Entering Program Income

Line A3: Report any additional CACFP income (applicable for Pricing Programs only)

Line B1: Report any interest earned and retained on CACFP reimbursement.

Lines B2-B4: 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

• Expense categories the same as PI-1463-A form and online Budget Summary.
• Enter an actual dollar amount in all approved cost fields.
  – DO NOT ROUND
• Unapproved Cost Line items from budget summary are grayed out
  – Must submit budget amendment prior to incurring cost.
Gray areas are not approved in the online budget – Cannot use CACFP funds to pay for these costs
Other Items of Note

• All open fields must have a dollar amount entered
  – If n/a enter 0
  – Do not enter a negative amount
    • Amend submitted report

• If dollar amount in “Other” expense line items require specifics to be entered in space provided.
Other Items of Note

• 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.

• Report does not save until successfully submitted.
  – Complete paper form (PI-1463-A) first and transfer figures. Retain form on-site with records.
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 Tutorial
  – Submission of Quarterly Financial Report
  http://screencast.com/t/IzzWlgie2du

• Contact Cari Muggenburg with any questions.

January 2016