

RCCI Simplified Annual Financial Report (Child Nutrition Report)

Instructions

The simplified AFR reports expenses equal to the revenue reported. Other expenses are paid for by a different fund. This simplifies accounting and doesn't require a fund transfer to the food service account.

The Annual Financial Report (AFR) reports total food service revenues and expenditures for July 1 through June 30 (the school fiscal year).

Steps to completing the Simplified AFR

1. Claim Date

- Year selected is the end of the reporting year. For example, 2020-2021 school year, select 2021.

2. Beginning Fund Balance

- "Beginning fund balance" must be the same as the "ending fund balance" from the previous year. For most RCCIs this should be \$0.00

3. Revenue

- Calculate - number of meals claimed multiplied by federal and state reimbursement = Total Food Revenue
- Enter revenue for each program under 'School Food Revenue'. Note: most RCCIs do not have 'Non-Program Foods'.

Revenues	School Based Child Nutrition Programs			School Food Revenue (excluding Transfers)	Total Revenues
	Transfer from Non-Food Service Account-Operating Transfer	Transfer from Non-Food Service Account-Paid Lunch Equity	Transfer from Non-Food Service Account-Non-Program Food Revenue		
National School Lunch Program (NSL)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Breakfast Program (SB and SISSEVER)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NSL After School Snacks (SK-NSL and SK-NSLAE)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special Milk Program (SMP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grants (equipment, FFVP, etc)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wisconsin School Day Milk Program (WSDMP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Elderly Nutrition Improvement Program (EN)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Program Foods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CACFP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFSP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Expenditures

- Calculate Food Expenditures
 - If Vended Meal Agreement or Food Service Management Company (FSMC) - number of meals received multiplied by per meal cost in FSMC contract = Total Food Expense
 - If Self-Operating - number of meals prepared multiplied by per meal cost = Total Food Expense

5. Determine if revenue exceeds expenses or if expenses exceed revenue.

- **If Revenue Exceeds Expenses: Calculate Labor Expenditures**
 - You will allocate a particular employee's labor for the amount that brings the food service balance to \$0.00. The employee's remaining labor is paid for by another fund.
 - To Calculate - from this report take Total School Food Revenue (for all programs) minus Food Expenditures (for all programs) = amount of total labor expense needed to bring the account to \$0.00
 - Allocate half of the labor amount to NSL and half the amount to SB

Expenses	Expenditures					Total Expenditures
	Labor Expenditures:	Food Expenditures:	Equipment Expenditures:	Purchased Services Expenditures:	Other Expenditures:	
National School Lunch Program (NSL)						
School Breakfast Program (SB and SBSEVERE)						
NSL After School Snacks (SK-NSL and SK-NSLAE)						
Special Milk Program (SMP)						
Grants (equipment, FFVP, etc)						
Wisconsin School Day Milk Program (WSDMP)						
Elderly Nutrition Improvement Program (EN)						
Non-Program Foods						
CACFP						
SFSP						

- For example: \$26,250.00 (food revenue) minus \$24,000 (food expense) minus \$2250.00 (labor) = \$0.00.

- **If Expenses Exceed Revenue**
 - A fund transfer to the non-profit food service account will be required to cover the deficit.
 - This ledger transfer can be done monthly or at the end of the year.
 - This is recorded under Revenue-'Transfer from nonfood service account operating transfer'. This should be divided evenly between breakfast and lunch.

6. Ending Fund Balance Summary

- This information will be populated from what has been entered into the report.
- Below is what this will look like using the numbers in the example above.

Summary			
All USDA Child Nutrition Programs including CACFP, SFSP		Other USDA Child Nutrition Programs	
Beginning Fund Balance	[0.00]	Items	CACFP
+ Total Revenues from ALL Programs	[26,250.00]	Total Revenues	[0.00]
- Total expenditures from all programs	[26,250.00]	Total Expenditures	[0.00]
= Ending Fund Balance	[0.00]		

Note : The Ending Fund Balance may never be negative or 'in the red.' A transfer must be made into the account from non-federal funds.

7. Certify and Submit

[CERTIFICATION]				
<p>I HEREBY CERTIFY to the best of my knowledge that this information is accurate and in accordance with the terms of the existing permanent agreement/policy statement between the school food authority and the Department of Public Instruction and that records are available to support this information.</p>				
First Name	[Debra]	Last Name	[Wollin]	
Phone Number	[608]	[267]	[3724]	Extension
Email	[debra.wollin@dpi.wi.gov]			
				