

How to Complete the CACFP Annual Financial Report (AFR)

Revised October, 2013

In the past, institutions submitted an annual nonprofit status report. The information will now be collected in an online form called the Annual Financial Report or AFR. It will look like the budget, only you will enter **actual costs** instead of projected expenses.

The annual financial report will now be completed at the end of each **CACFP fiscal year**, which ends on September 30. This is a change in procedure from previous years. You will enter your actual expenses for the CACFP fiscal year—October 1 to September 30.

On or around October 15, the AFR will be available online. The AFR will be located in the claims section of the CNPweb®. Click on **ADD** to enter your numbers.

Packet	Applications	Activity	Claims		Payments	Users
Claim Month			Revision	Status	Claim Amount	Action
+ October 2012	Sponsor Claim		0	Paid	1,273.41	View Revise
+ November 2012	Sponsor Claim		0	Paid	1,408.88	View Revise
+ December 2012	Sponsor Claim		0	Paid	1,826.19	View Revise
+ January 2013	Sponsor Claim		0	Paid	1,457.03	View Revise
+ February 2013	Sponsor Claim		0	Paid	1,363.86	View Revise
+ March 2013	Sponsor Claim		0	Paid	1,764.31	View Revise
+ April 2013	Sponsor Claim		0	Paid	1,708.98	View Revise
+ May 2013	Sponsor Claim		0	Paid	1,847.03	View Revise
+ June 2013	Sponsor Claim		0	Paid	1,713.19	View Revise
+ July 2013	Sponsor Claim		0	Paid	1,728.88	View Revise
+ August 2013	Sponsor Claim		0	Paid	1,408.76	View Revise
+ September 2013	Sponsor Claim		0	Paid	1,826.88	View Revise
YTD Claim Total					18,458.73	
Form Name	Revision	Status	Date Approved	Action		
Annual Financial Report Centers		File Report after final claims entered for 2013.		Add		

↑ Top of Form

The annual financial report will now report costs for the CACFP fiscal year, which ends on September 30. This report must include the **income and expenses** for the month of September. This means that you must include the September reimbursement, even though you will not receive it until October, and any expenses that you incurred in September must be included, even if they are paid in October or later.

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The report will automatically show what you submitted as your 2013 budget, and you will enter your actual income and expenses in the middle column:

Line Items	Actual Costs	Requested on Budget
(2) Children's payment for food ONLY (Pricing Centers)	<input type="text"/>	0.00
(3) Adult's payment for food ONLY	<input type="text"/>	0.00
(4) CACFP Meal Reimbursement (meals x rate ONLY)	<input type="text"/>	18,078.00
(5) Cash-in-lieu of commodities	<input type="text"/>	1,828.00
(6) Other Food Service Income (catering etc.)	<input type="text"/>	2,408.00
(7) Total Food Service Income	0.00	22,408.00
(8) Other Income used to pay food service expenses	<input type="text"/>	0.00
(9) Funding for Food Service Operations	0.00	22,408.00
Food Service Operational Costs	Actual Costs	Requested on Budget
(10) Food (meals/snacks - self-prepared or vended)	<input type="text"/>	8,500.00
(11) Delivery/Transportation cost (NOT grocery shopping)	<input type="text"/>	500.00
(12) Non-Food Costs	<input type="text"/>	4,000.00
(13) Food Service Operational Labor	<input type="text"/>	8,500.00
(14) Purchased Services	<input type="text"/>	0.00
(15) Other	<input type="text"/>	0.00
(16) Total Operational Cost	0.00	21,500.00
Food Service Administration Costs	Actual Costs	Requested on Budget
(17) Management Salaries (from Labor Worksheet)	<input type="text"/>	33,800.00
(18) Clerical Salaries (from Labor Worksheet)	<input type="text"/>	800.00
(19) Monitoring Salaries (from Labor Worksheet)	<input type="text"/>	480.00
(20) Travel	<input type="text"/>	100.00
(21) Communications (internet, postage, phone)	<input type="text"/>	400.00
(22) General Office Supplies	<input type="text"/>	280.00
(23) Contracted Services	<input type="text"/>	0.00
(24) Training and Monitoring Cost (other than labor)	<input type="text"/>	80.00
(25) Other Administrative Expenses	<input type="text"/>	0.00
(26) Total Administrative Cost	0.00	35,840.00
Overhead Costs	Actual Costs	Requested on Budget
(27) General Overhead Costs	<input type="text"/>	808.00

*****IMPORTANT***** The first time you submit the report, it will save as **PENDING SUBMISSION**. After it has been saved at least once, it will show an "I Certify" section at the bottom of the report. You must check the "I Certify" box for final submission, which will change the status to **PENDING APPROVAL**.

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Organizations will have until December 31 to submit the annual financial report. If the AFR is not approved by January 1, organizations will be declared seriously deficient. Don't risk losing the Program for failure to submit a report.

If you have questions about completing the AFR, contact:

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