2015 Annual Financial Report

Child and Adult Care Food Program

Training For Both Independent Centers and Sponsors of Affiliated Centers

AFR Due: December 11, 2015
About the AFR

- Reports foodservice income and expenses
- Covers the CACFP FY: Oct 2014-Sept 2015
- Located in CNPweb under your September claim for 2015
- Organizations on the NSLP are exempt
- Due: December 11, 2015
<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>Children’s payment for food ONLY (Pricing Centers)</td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td>Adult’s payment for food ONLY</td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td>CACFP Meal Reimbursement (meals x rate ONLY)</td>
<td></td>
</tr>
<tr>
<td>(5)</td>
<td>Cash-in-lieu of commodities</td>
<td></td>
</tr>
<tr>
<td>(6)</td>
<td>Other Food Service Income (catering etc.)</td>
<td></td>
</tr>
<tr>
<td>(7)</td>
<td>Total Food Service Income</td>
<td></td>
</tr>
<tr>
<td>(8)</td>
<td>Other Income used to pay food service expenses</td>
<td></td>
</tr>
<tr>
<td>(9)</td>
<td>Funding for Food Service Operations</td>
<td></td>
</tr>
</tbody>
</table>
## AFR Operational Costs

<table>
<thead>
<tr>
<th>Food Service Operational Costs</th>
<th>Actual Costs</th>
<th>Requested on Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10) Food (meals/snacks - self-prepared or vended)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(11) Delivery/Transportation cost (NOT grocery shopping)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(12) Non-Food Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(13) Food Service Operational Labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(14) Purchased Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(15) Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(16) Total Operational Cost</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
## AFR Administrative Costs

<table>
<thead>
<tr>
<th>Food Service Administration Costs</th>
<th>Actual Costs</th>
<th>Requested on Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>(17) Management Salaries (from Labor Worksheet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(18) Clerical Salaries (from Labor Worksheet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(19) Monitoring Salaries (from Labor Worksheet)</td>
<td></td>
<td></td>
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<tr>
<td>(20) Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(21) Communications (internet, postage, phone)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(22) General Office Supplies</td>
<td></td>
<td></td>
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<tr>
<td>(23) Contracted Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(24) Training and Monitoring Cost (other than labor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(25) Other Administrative Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(26) Total Administrative Cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## AFR-Overhead Costs

<table>
<thead>
<tr>
<th>Overhead Costs</th>
<th>Actual Costs</th>
<th>Requested on Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>(27) General Overhead Costs</td>
<td></td>
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</tr>
</tbody>
</table>

| (28) TOTAL PROGRAM COSTS |             |                     |
AFR-Saving vs. Submitting

<table>
<thead>
<tr>
<th>Certification Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFR Prepared By:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Ext:</td>
</tr>
<tr>
<td>Preparer’s email:</td>
</tr>
</tbody>
</table>

(30) (31) (32) (33)

(34) I certify to the best of my knowledge and belief, this statement is true and correct in all respects, that records are available to support it, and that it is in accordance with the terms of existing agreement(s).
AFR Tips

- Do your income and expenses balance?
- Completed AFRs should be in a status of pending approval
- Get them in early
- Late AFRs will result in a serious deficiency
- Get started now!
  [http://scnweb.doe.state.in.us/Login.asp](http://scnweb.doe.state.in.us/Login.asp)
AFR Questions

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