

Child and Adult Care Food Program (CACFP)

SAMPLE NONPROFIT STATUS INCOME AND EXPENDITURE REPORT

Child Day Care Centers, Emergency Shelters, Afterschool Programs, At-risk Snack Programs and Adult Day Centers

This form collects financial information on the **CACFP only**. For instructions, see the Connecticut State Department of Education's (CSDE) [CACFP Nonprofit Status Income and Expenditure Report Instructions](#).

1. Reporting Period: Check the fiscal operating cycle covered by this report. <input type="checkbox"/> October 1, _____ – September 30, _____ <input type="checkbox"/> Other: _____ through _____ Months of Operation: _____									
2. Sponsor Name:					3. Sponsor Agreement Number:				
4. BEGINNING BALANCE in the CACFP Food Service Account									
5. Program Revenue									
A. Child payments for food only								.	
B. Adult payments for food only								.	
C. CACFP reimbursement received for meals served								.	
D. Other Revenue (list all sources)								.	
TOTAL REVENUE								.	
6. Program Expenses									
A. Food Purchases								.	
B. Nonfood Supplies and Small Equipment Purchases (under \$5,000)								.	
C. Postage/Printing								.	
D. Food Service Labor, Taxes and Benefits								.	
E. Food Service Equipment Purchases/Depreciation (\$5000 and over)								.	
F. Utilities								.	
G. Contracted Services								.	
H. Equipment Rental or Lease								.	
I. Other								.	
J. Administrative Costs (cannot exceed 15% of total CACFP reimbursement)								.	
TOTAL FOOD SERVICE EXPENSES								.	
7. Computed Operating Position									
A. ENDING CASH BALANCE <i>(This cannot be a negative number)</i>								.	
B. Accounts Receivable								.	
C. Value of Inventories on Hand								.	
D. Total A+B+C								.	
E. Minus Accounts Payable								.	
F. Ending Balance								.	
Signature of <i>Authorized Representative</i>	Title				Telephone number				

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Total Expenses \$:	÷ (months of operation) =	Average Monthly Expenses \$:
Average Monthly Expenses \$:	X 3 =	3 Month Operating Balance \$:

CACFP NONPROFIT STATUS INCOME AND EXPENDITURE REPORT, continued

Child Day Care Centers, Emergency Shelters, Afterschool Programs, At-risk Snack Programs and Adult Day Centers

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: program.intake@usda.gov.*

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For information on the CACFP, visit the CSDE's [CACFP](#) Web site or contact the [CACFP staff](#) in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/forms/IncExpCenter.pdf.