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.
   - October 1, _____ – September 30, _____
   - Other: ______ through ______

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** *(This cannot be a negative number)*
   - B. Accounts Receivable
   - C. Value of Inventories on Hand
   - D. Total A+B+C
   - E. Minus Accounts Payable
   - F. Ending Balance

**Signature of Authorized Representative**
**Title**
**Telephone number**

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**For State Office Use Only**

<table>
<thead>
<tr>
<th>Total Expenses $</th>
<th>+ (months of operation)</th>
<th>= Average Monthly Expenses $</th>
</tr>
</thead>
</table>

| Average Monthly Expenses $ | X 3 | = 3 Month Operating Balance $ |

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Connecticut State Department of Education • Revised May 2017 • Page 1 of 2
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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 website or contact the CACFP staff in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.

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