

Budget for Sponsored Centers
 Child and Adult Care Food Program

Fiscal Year _____

Legal Name of Sponsored Center _____

Name Doing Business As _____

Instructions for completing the budget can be found on next page. Only estimated annual food service (operational) and administrative costs to be paid with Child and Adult Care Food Program funds should be entered for the current fiscal year. Reimbursement can only be used to pay for allowable costs per FNS Instruction 796-2 Rev. 3 and Bright from the Start policies and memos.

A) PROJECTED CACFP REIMBURSEMENT	
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The total costs in section B and C below cannot exceed the projected CACFP reimbursement.

B) FOOD SERVICE (OPERATIONAL) COSTS	ANNUAL COST
1) Food Purchases	
2) Food Service Labor and Benefits	
3) Travel Costs	
4) Non-Food Supplies	
5) Food Service Equipment	
6) Utilities	
7) Kitchen Rental/Lease Costs **	
8) Other (Describe)	
TOTAL FOOD SERVICE (OPERATIONAL) COSTS	

**See instructions concerning space costs

C) ADMINISTRATIVE COSTS	ANNUAL COST
1) Center staff Administrative Labor and Fringe Benefits	
2) Utilities	
3) Office Space/Rental/Lease **	
4) Training Travel Costs	
5) Copying	
6) Postage	
7) Other (Describe)	
8) Sponsoring Organization's Administrative Fee	
TOTAL ADMINISTRATIVE COSTS (Should be no more than 15% of the projected reimbursement in Section A)	

**See instructions concerning space costs.

D) BUDGET GRAND TOTAL (The grand total cannot be more than the projected reimbursement listed in section A.)	
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I certify that I intend to use the Child and Adult Care Food Program (CACFP) reimbursement as estimated above. I understand that CACFP funds may only be used for food program operating and administrative costs that are necessary, reasonable, and allowable per FNS Instruction 796-2 and Bright from the Start policies and memos.

 Printed name of center official

 Signature

 Date

Instructions for Completing the Budget

All costs must be properly allocated between items that are used for both the food service and other programs.

SECTION A - PROJECTED REIMBURSEMENT

Centers which have participated on the CACFP should enter the amount of their last fiscal year's reimbursement. If the center did not operate a full year, take an average month and multiply by the number of months the center will operate in the current fiscal year. New centers that have no history of participation should utilize the projected reimbursement worksheets to determine the amount of reimbursement that might be received. Obtain the projected reimbursement worksheets from the sponsor. The Budget Grand Total listed in Section D cannot exceed the project reimbursement amount listed in Section A.

SECTION B - FOOD SERVICE (OPERATIONAL) COSTS:

- 1) **Food Purchases:** Expenditures for the food used in meals served to enrolled participants or program adults. (If vended, report total invoices).
- 2) **Food Service Labor and Benefits:** Wages incurred in the preparation, serving and clean up of meals. This figure should include any fringe benefits afforded the employees.
- 3) **Travel Costs:** Any cost incurred in transporting food or food supplies to and from the center.
- 4) **Non-Food Supplies:** Includes kitchen equipment, costing \$5,000 or less (per item), and paper goods, such as paper towels, napkins, plates, cups, and utensils. Also includes cleaning supplies that are used directly for the food service operation, such as, dishwashing detergent, hand soap, cleanser, and sanitizing sprays.
- 5) **Food Service Equipment:** Purchases of equipment costing more than \$5,000 (per item) to be used for the food program. These purchases require specific prior written approval from the State Agency.
- 6) **Utilities:** Cost of gas, electricity, water that is used in the preparation, serving and clean up of meals. This cost is typically prorated based on square footage of kitchen space versus total building square footage.
- 7) **Kitchen Space Rental/Lease:** The prorated cost of rent and arms length lease agreements for the kitchen space or food service areas only. **For those facilities that own their own buildings or rent/lease from a related party, only depreciation can be used. Inquire with sponsor regarding these costs.
- 8) **Other:** Specify any miscellaneous costs not covered above.

SECTION C- ADMINISTRATIVE COSTS:

- 1) **Administrative Costs:** Any Child and Adult Care Food Program (CACFP) labor costs incurred by the center's staff related to planning, such as planning menus, record keeping, or data processing.
- 2) **Utilities:** Cost of gas, electricity, and water that is used in the planning or completing paperwork related to the CACFP. This cost is typically prorated based on the square footage of the space used versus total square footage and the amount of time the space is used CACFP purposes.
- 3) **Office Space/Rental/Lease:** The prorated cost of rent and arms length lease agreements for the office space only. **For those facilities that own their own buildings or rent/lease from a related party, only depreciation can be used. Inquire with sponsor regarding these costs.
- 4) **Training Travel Costs:** Travel expenses to sponsor training workshops.
- 5) **Copying:** Costs of paper and ink cartridges used for completing paperwork related to the CACFP.
- 6) **Postage:** Costs of postage used to mail claims or other documents to the sponsor related to the CACFP.
- 7) **Other (Special Cost Items):** Specify any miscellaneous costs not covered above such as office supplies used for CACFP purposes.
- 8) **Sponsoring Organization's Administrative Fee:** Based on the amount of administrative costs that will be incurred by the center, indicate the maximum amount of administrative fee that could be retained by the Administrative Sponsor. The center's administrative costs and the sponsoring organization's costs cannot exceed 15% of the meal reimbursement for the fiscal year. If the center will use CACFP reimbursement to pay for administrative costs, this would reduce the sponsoring organization's fee. If the center will not use CACFP reimbursement to pay for administrative costs, the center can estimate the sponsoring organization's fee as 15% of their meal reimbursement; however, the sponsoring organization may not retain more than their actual net costs from the sponsored facilities' reimbursement each month.

SECTION D – BUDGET GRAND TOTAL:

Add the totals of section B and C together. The grand total should not exceed the projected reimbursement listed in Section A.