

Unaffiliated Center _____

Proposed Annual Budget

		Proposed Budget by Line Item	Total Expense	(For State Use) Percentage Approval	
I. TOTAL PROJECTED REIMBURSEMENT- Calculate the average CACFP reimbursement for a month and multiplying by 12.		\$			\$
II. OPERATING EXPENSE- Cost directly associated with food service operation; food cost, non food, meal preparation, clean-up and for vended meal purchases					
a. Food cost for the CACFP- Determine the monthly foods cost and multiply that by 12. If the cost of food equals or exceeds projected reimbursement, STOP ; the budget is complete.		\$			\$
b. Non-Food cost for the CACFP- Complete only if food costs does not equal or exceed projected reimbursement. Enter the total of (b.1 - b.6) , if food plus non-food costs equal or exceeds projected reimbursement STOP ; the budget is complete.		\$			\$
b.1) Disposable plastics/paper products		\$			
b.2) Cleaning supplies		\$			
b.3) Kitchen wares		\$			
b.4) Recordkeeping supplies		\$			
b.5) Other- Specify		\$			
b.6) Other- Specify		\$			
c. Operating Labor Cost- (Total all CACFP site Page 2 of 2) - only if total reimbursement has not been allocated above. STOP when all projected reimbursement has been allocated		\$			\$
d. Equipment for Food Service- (Items with a value of \$500 or greater) Specific prior written approval is required Enter the total of (d.1- d.2)		\$			\$
d.1 Specify Item:		\$			
d.2 Specify Item:		\$			
III. ADMINISTRATIVE EXPENSE- Costs are associated with planning, organizing, and managing the food service operation and normally used only by sponsors of multiple centers receiving over \$100,000 per year. Administrative expenses are limited to the lesser of 15% total reimbursement payments received or net allowable costs					
a. Admin Labor Cost- (see page 4 of 6) - only if total reimbursement has not been allocated above. STOP when all projected reimbursement has been allocated		\$			\$
b. Contract Services related with CACFP- (pest control, payroll process, accounting) Note: (Institutions may not contract out for the management of the CACFP)		\$			\$
c. Other- Attach additional sheets if necessary Enter the total of (b.1 - b.3), include any total amount from additional sheets		\$			\$
b.1 Specify-		\$			
b.2 Specify-		\$			
b.3 Specify-		\$			
d. Audit Fees		\$			\$