

Financial Recordkeeping Checklist for the CACFP

- ✓ Accrual/Cash Accounting System in place
- ✓ Be able to generate **monthly** financial reports:
 - Profit/Loss Statement
 - General Ledger/Check Register
- ✓ Keep a **weekly** file (not shoebox) of the following:
 - Timesheets w/ CACFP time
 - Receipts/Invoices of food program supplies. Highlight non-CACFP items.
 - CACFP general ledger forms (if not retaining own documentation)
- ✓ Separate respective revenue received:
 - CACFP Reimbursement
 - W-2
 - Tuition
 - Headstart
- ✓ Keep a **monthly** file (not shoebox) of the following:
 - Receipts paid/incurred
 - Bank statements
 - Cancelled Checks
 - Acknowledgements of funds received
 - Timesheets (including payroll documentation)
 - Travel logs (if applicable)
 - Copies of monthly reimbursement claims and acknowledgement of online claim submissions
- ✓ **Annually** keep the following:
 - Tax form 990
 - Tax forms
 - Audit report (if applicable)
- ✓ Maintain a Nonprofit Food Service Program
 - Verify to DPI by submitting Quarterly/Annual Nonprofit Food Service Financial Reports by required due dates

DPI Resources available:

- http://fns.dpi.wi.gov/fns_centermemos
- <http://fns.dpi.wi.gov/files/fns/pdf/fmgrev4.pdf>
- http://fns.dpi.wi.gov/fns_cacfpapps

Five Nuggets of CACFP Financial Management

1. All Food Program Costs Paid with CACFP Reimbursement must have received PRIOR DPI approval.
2. Know where everything is pertaining to your CACFP reimbursement. Where are funds deposited? What center account is used to pay for Food Program expenses? Where are receipts, invoices, ledgers, bank statements and payroll records kept?
3. CACFP is a federal program. The funds will not cover 100% of the expenditures incurred in your agency's food program. Must have another source of income to cover the program costs.
4. Not all food supplies can be donated. Fresh fruits/vegetables, milk and dairy products are very rarely included in a "donation" and these are usually the most expensive and greatly needed components to the CACFP meal service
5. Attach a copy of the support documentation to a copy of the NPFS financial report that was submitted so you remember how you arrived at the figures. Maintain on-site for 3 years plus the current year.

CACFP Financial Report Due Dates

Submit the NPFS report on or before the required due date. For **Independent agencies** that annual due date is **November 1st**. For **Sponsoring Organizations** the quarterly due dates are: 1st Quarter - **March 1st**, 2nd Quarter - **June 1st**, 3rd Quarter - **September 1st**, and 4th Quarter - **December 1st**.