

Sample Completed Child and Adult Care Food Program (CACFP) Centers Budget Worksheet

For instructions, refer to the Connecticut State Department of Education's (CSDE) [Instructions for Completing the Child and Adult Care Food Program \(CACFP\) Centers Budget Worksheet](#).

Sponsor name: XYZ Center

Agreement number: 999AOC

Projected CACFP Reimbursement/Allowable Costs/Non-Program Funds	Amount (\$)
A: Projected Annual CACFP Reimbursement: This amount is to be dispersed in "Column 1: CACFP Funded" (below) toward allowable budget costs. Do not include cash-in-lieu of commodities payments. CACFP reimbursements should be applied to food costs first.	180,000
B: Allowable Administrative Costs Funded by CACFP: Multiply the amount above by .15 (15 percent). CACFP-funded administrative costs for multi-site sponsors cannot exceed 15 percent of the annual CACFP reimbursement, unless the CSDE grants a written waiver.	27,000
Total Non-CACFP Funds: This amount identifies the total non-Program funds used to meet CACFP expenses. It can be estimated by subtracting the amount of anticipated CACFP reimbursements from total allowable CACFP expenses. This number must equal line E in Column 2: Total Non-CACFP Funds [sum of Column 2 C11 and Column 2 D8].	76,925

Budgeted Costs

Any item with an asterisk (*) requires sponsors to submit a [CACFP Center Budget Detail Form](#) to the CSDE.

C: Operational Costs	Column 1: CACFP Funded	Column 2: Non-CACFP Funds	Column 3: Non-CACFP Funds Source	Column 4: Total Annual Budget (Column 1 plus Column 2)
1. Food purchases	27,500			27,500
2. Non-food supplies and small equipment purchases (under \$15,000)	4,500			4,500
3. Postage/printing*				
4. Food Service Labor and Taxes*	24,000			24,000
5. Food service benefits*	4,800			4,800
6. Food service equipment purchases/depreciation (\$15,000 and over)*				
7. Utilities*				
8. Contracted services*	97,200	67,000	Head Start	164,200
9. Equipment rental or lease*				
10. Other*				
11. Subtotal of Operational Costs [Sum of lines C1 through C10]	158,000	67,000		225,000
D: Administrative Costs: This section is required for all new institutions and renewing sponsors of multiple sites	Column 1: CACFP Funded	Column 2: Non-CACFP Funds	Column 3: Non-CACFP Funds Source	Column 4: Total Annual Budget (Column 1 plus Column 2)
1. Administrative labor and taxes*	18,000	2,000	Fees/tuition	20,000
2. Administrative benefits*	3,500	3,500	Fundraising	7,000
3. Administrative office supplies*		850	Donations	850
4. Transportation for facility monitoring/travel*	500	1,075	Care 4 Kids	1,575
5. Office rent and maintenance*		2,500	School Readiness	2,500
6. Utilities (unless included with rent)*				
7. Other administrative costs*				
8. Subtotal of Administrative Costs [Sum of lines D1 through D7]	22,000	9,925		31,925
E: Total Operational and Administrative Costs	Column 1: CACFP Funded	Column 2: Non-CACFP Funds	Column 3: Non-CACFP Funds Source	Column 4: Total Annual Budget (Column 1 plus Column 2)
[Sum of lines C11 and D8]	180,000	76,925		256,925

For State Office Use Only: Approved Administrative Costs to be Funded by CACFP

Lesser of line B (15 percent of Projected Reimbursement) or line D8, column 1 (Total Administrative Costs): \$_____