

CACFP Application Update 2017-18  
**Budget Tip Sheet**  
**Sponsored Centers Budget (CAC 9A)**

Notes

- Sponsoring Organizations of Centers must submit Sponsored Center budgets (CAC 9A) for their sponsored centers in addition to the CAC 8A Centers Budget.
- Information from the Sponsored Centers’ budgets is needed to complete Worksheet P in the Sponsoring Organization’s budget.
- Sponsoring Organization of Unaffiliated Centers must submit a CAC 9A for each center.
- Sponsoring Organization of Affiliated Centers may submit one 9A with the combined costs of their affiliated centers.
- It is recommended that the individual reviewing the budget review the Sponsored Center budget (9A) before reviewing the Sponsoring Organization budget (CAC 8A)
- At a minimum, a Sponsored Center’s Budget must include Worksheets **A or B, and D, and all worksheets that document how the sponsored center will be spending their CACFP reimbursement)**

Worksheet	Required?	Notes
Budget Main Page	<b>Yes</b>	Includes <ul style="list-style-type: none"> <li>• Sponsor Profile</li> <li>• Income</li> <li>• CACFP Administrative Expenditures</li> <li>• CACFP Operating Expenditures</li> <li>• Certification and Signature – <b>must be signed by Owner or Board Chairman</b></li> </ul> <p><b>Total Expenditures in Line 17, Column B must be less than or equal to Income in Line 11</b></p>
A – Projected Reimbursement Based on Approximated IEAs and meals	<b>Yes (See Note)</b>	Sponsored centers may use <i>either</i> Worksheet A or B
B – Reimbursement for CACFP Centers	<b>Yes (see Note)</b>	Sponsored centers may use <i>either</i> Worksheet A or B
C – Other Income	<b>No</b>	Sponsored centers do not need to report other income available to cover CACFP expenses. This sheet can be left blank.
D – Sponsored Fee Calculation	<b>Yes</b>	Use total from Line 4(a) OR 4(b), whichever is the largest of the Budget Page. Projected CACFP Meal Reimbursement is based on meal (food) reimbursement and does not include any cash in lieu funds. By regulation, percentage that Sponsoring Organization will retain as an administrative fee

Worksheet	Required?	Notes
E – Administrative Labor	No (unless CACFP funds are used for this item)	<p>(Sponsor fee) may be equal to or less than 15% of the expected reimbursement.</p> <p>This worksheet must be submitted if the Sponsored Center will be claiming administrative labor  Administrative Labor = cost of staff labor for administering the CACFP  (Examples: evaluating IEA, preparing CACFP claim, providing training, and other duties)</p> <ul style="list-style-type: none"> <li>• Specific Prior Written Approval is required if any of the administrative employees are also <b>a member of the nonprofit institution, a trustee, director, associate, officer or the immediate family.</b></li> </ul>
F – Administrative Fringe Benefits	No (unless CACFP funds are used for this item)	Worksheet E does not have to be submitted if facility is not using CACFP funds to provide fringe benefits to employees performing CACFP duties
G – Administrative Equipment (Direct Expense)	No (unless CACFP funds are used for this item)	<b>Requires Specific Prior Written Approval (SPWA)</b> Requires three quotes Examples: leased or rented equipment over \$5000 per 2 CFR 200
H – Administrative Equipment (Depreciation)	No (unless CACFP funds are used for this item)	<b>Requires Specific Prior Written Approval (SPWA)</b> If equipment was purchased in the past, must submit depreciation schedule If Institution is planning to make purchase in this year and use CACFP funds, must submit three quotes, cost allocation plan, and request for SPWA
I – General Office Supplies	No (unless CACFP funds are used for this item)	Examples: copy paper, toner, postage Note: computing equipment costing less than \$5000 (such as laptops) are included in this category per 2 CFR 200. Cost allocation plan is required if the items are not used 100% by CACFP
J – Administrative Travel	No (unless CACFP funds are used for this item)	Examples: travel for CACFP-related training or conferences

Worksheet	Required?	Notes
K – Administrative Training	No (unless CACFP funds are used for this item)	Include rental costs of facilities or equipment for training for the fiscal year. Ensure compliance with Federal Procurement guidelines.
L – Administrative Contracted Services	No (unless CACFP funds are used for this item)	Includes contracted services such as bookkeeping, auditing, legal services Documentation required: 1) Copies of all contracts and estimates (quotes) from three sources. 2) Documentation to support percentage allocated to CACFP must be attached (cost allocation plan). <b>Specific Prior Written Approval is required for :</b> <ul style="list-style-type: none"> <li>• Services performed by individuals who are not officers, employees, or members of the Institution</li> <li>• Less-than-arms length transactions</li> <li>• Maintenance and service repair contracts on Program equipment</li> <li>• All other purchased service costs needed for Program operations</li> </ul>
M – Communications	No (unless CACFP funds are used for this item)	<b>Requires Specific Prior Written Approval</b> Includes costs for communication services purchased or leased (phones, cell phones) – must be in Institution’s business name Requires cost allocation plan if not used 100% by CACFP Must follow procurement guidelines
N – Other Administrative Expenses	No (unless CACFP funds are used for this item)	This worksheet may be used for other administrative expenses not included in worksheets D-L
O – Non-Food Supplies	No (unless CACFP funds are used for this item)	Includes items not considered food or equipment <ul style="list-style-type: none"> <li>• Examples: paper plates, bowls, plastic utensils, napkins, kitchen trash bags, kitchen paper towels, dishwasher detergent</li> <li>• <b>Can be listed as one line item (example: “food service supplies”)</b></li> <li>• Must include cost allocation plan if supplies are not used 100% of the time for CACFP</li> </ul>

Worksheet	Required?	Notes
P – Operating Labor	No (unless CACFP funds are used for this item)	Includes labor costs and taxes for all employees performing CACFP operating duties. Examples: meal preparation, serving, and cleaning up.
Q – Operating Fringe	No (unless CACFP funds are used for this item)	Includes any fringe benefits paid to employees with CACFP operating duties and responsibilities. <b>Benefits include:</b> <ul style="list-style-type: none"> <li>• Health insurance</li> <li>• Dental insurance</li> <li>• Life insurance</li> <li>• Retirement</li> </ul> <i><b>Institution should provide documentation of their benefits package (compensation plan) if benefits are offered to employees and CACFP funds are being used for benefits</b></i>
R – Rent and Utilities	No (unless CACFP funds are used for this item)	This worksheet is required if institution is planning to use CACFP funds towards rent or utility costs. If claiming rent, must provide information on landlord, the lease/rental contract and a lease cost allocation plan  Specific Prior Written Approval is required for Special lease arrangements - capital leases, sale-with-lease-back leases, less-than-arms-length transactions involving space/building rental, and lease with option-to-purchase.
S – Operating Contracted Services	No (unless CACFP funds are used for this item)	<b>Requires Specific Prior Written Approval (SPWA)</b> Includes contracted services for food service operation. Examples: maintenance and service repair for food service equipment such as dishwashers or coolers.
Worksheet	Required?	Notes
T – Food and Food Service Management	No – (unless CACFP funds are used for this item). However, most sponsored centers will use their CACFP reimbursement for food	Includes the cost of food for participants' meals. <b>First section:</b> List total annual cost of food. <b>Second section:</b> List Food Service Management contracted amount for food (if applicable). Food Service Management contracts include those from private contractors or school food authority. Contracts with private companies require three quotes. Quotes are not required if contract is with School Food Authority.

		Contracts with a value of more than \$150,000 must use the bidding process per the Procurement Guide.
U – Operating Travel	No (unless CACFP funds are used for this item)	Includes expenses incurred for travel related to food service operations (Example: grocery shopping to purchase food for the child care center). If CACFP funds will be used for rental car, must include copy of contract. Must include cost allocation plan if less than 100% of operating costs are allocated to CACFP.
V – Operating Equipment (Direct Expense)	No (unless CACFP funds are used for this item)	<b>Requires Specific Prior Written Approval (SPWA)</b> This worksheet pertains to operating equipment with a cost of > \$5000. Example: walk in cooler. Must include 3 quotes with SPWA request.
W – Operating Equipment (Depreciation)	No (unless CACFP funds are used for this item)	<b>Requires Specific Prior Written Approval (SPWA)</b> Allocation of depreciation must follow federal guidelines in 2 CFR 200. See Worksheet V for useful life guidelines.
X – Other Operating Expenses	No (unless CACFP funds are used for this item)	<b>May require Specific Prior Written Approval (SPWA)</b> This worksheet is used for other operating expenses not reflected on any other worksheet.