

Administrative Labor and Taxes

Please complete all information for **all** employees performing CACFP administrative duties.

Employees			Hours Worked per Month			Monthly Required Tax		Totals		Funding
1	2	3	4	5	6	7	8	9	10	
Employee Name	Classify Duties: a. Administrative b. Accounting c. Monitoring d. Training	Gross Monthly Wages	Total Hours Worked Per Month	Total Hours for CACFP	Percent of Total Hours Worked for CACFP	Total Required Employer Taxes	Total Required Employer Taxes to CACFP	Monthly Cost for CACFP	Total Annual Food Service Expense	Total Applied CACFP Funds
<i>EX: Benny Johnson</i>	<i>a-50%, b-50%</i>	<i>\$2,000.00</i>	<i>173.33</i>	<i>17.33</i>	<i>10.00%</i>	<i>\$306.00</i>	<i>\$30.59</i>	<i>\$230.56</i>	<i>\$2,766.72</i>	<i>\$2,766.72</i>
<i>EX: Sally Creger</i>	<i>c-100%</i>	<i>\$1,000.00</i>	<i>173.33</i>	<i>25.00</i>	<i>14.42%</i>	<i>\$153.00</i>	<i>\$22.07</i>	<i>\$166.30</i>	<i>\$1,995.62</i>	<i>\$ -</i>
		\$ -	1.00	0.00	0.00%		\$ -	\$ -	\$ -	
			1.00		0.00%		\$ -	\$ -	\$ -	
			1.00		0.00%		\$ -	\$ -	\$ -	
			1.00		0.00%		\$ -	\$ -	\$ -	
			1.00		0.00%		\$ -	\$ -	\$ -	
			1.00		0.00%		\$ -	\$ -	\$ -	
			1.00		0.00%		\$ -	\$ -	\$ -	
			1.00		0.00%		\$ -	\$ -	\$ -	
			1.00		0.00%		\$ -	\$ -	\$ -	
			1.00		0.00%		\$ -	\$ -	\$ -	
								12 Subtotal	\$ -	\$ -
								13 Grand Totals	\$ -	\$ -

Instructions

Columns

- 1 **Employee Name:** Enter employee's name.
- 2 **Classify Duties:** a. Administrative, b. Accounting, c. Monitoring, d. Training. Provide percentage of time for each duty, they will equal 100% of the time reflected in Column 5.
- 3 **Gross Monthly Wages:** Enter employee's gross monthly rate of pay. Multiply hourly rate by total monthly hours worked for agency.
- 4 **Total Hours Worked Per Month:** Enter total number of hours employee works per month. The total hours per month **cannot exceed** 173.33, unless with Specific Prior Written Approval.
- 5 **Total Hours for CACFP:** Enter total number of hours employee works per month for the CACFP.
- 6 **Percent of Total Hours Worked for CACFP:** Calculated percentage of time employee works on CACFP. Column 5 divided by Column 4.
- 7 **Total Required Employer Taxes:** Enter total **required** employer tax paid per month by your agency. The required employer tax includes Worker's Compensation, Unemployment Insurance, Social Security Tax, and any other **required** tax.
- 8 **Total Required Employer Taxes Paid by CACFP:** Calculated total **required** employer tax allocated per month to the CACFP (column 6 x column 7).
- 9 **Monthly Cost to CACFP:** [(Column 3 x Column 6) + Column 8].
- 10 **Annual Food Service Expense:** Column 9 multiplied by 12 (12 months).
- 11 **Total Applied CACFP Funds:** Determine the amount to be paid with CACFP funds.
- 12 **The Subtotal amounts from the Supplemental Labor sheet will be carried over to these line items.**
- 13 **Grand Total Applied CACFP:** Sum of Column 10 and Column 11 respectively.