



State of Arizona
Department of Education

CACFP MONTHLY EXPENSE WORKSHEET

Month/Year _____

Itemized Costs	Administrative Costs – Overseeing Compliance (planning, organizing and managing CACFP)	Operational Costs – Direct Meal Service (preparation and service of meals to participants)
Salaries	Owner, Director, Monitor	Teachers, Cook
Benefits	Owner, Director, Monitor	Teachers, Cook

ADMINISTRATIVE SALARIES/BENEFITS

LABOR EXPENSES

Benefits[†]

A	B	C	D	E	F
POSITION, EMPLOYEE NAME	TOTAL ADMINISTRATIVE HOURS PER MONTH (FROM TIME DISTRIBUTION REPORT)*	SALARY PER HOUR	GROSS PAY (B X C)	PERCENT OF TIME SPENT ON CACFP TASKS THIS MONTH $B \div \text{TOTAL MONTHLY HOURS}$	CACFP PORTION OF BENEFITS $E \times \text{TOTAL BENEFITS PAID TO EMPLOYEE}$

TOTAL: _____
SALARIES

_____ BENEFITS

OPERATIONAL SALARIES/BENEFITS

LABOR EXPENSES

Benefits[†]

A	B	C	D	E	F
POSITION, EMPLOYEE NAME	TOTAL OPERATIONAL HOURS PER MONTH (FROM TIME DISTRIBUTION REPORT)*	SALARY PER HOUR	GROSS PAY (B X C)	PERCENT OF TIME SPENT ON CACFP TASKS THIS MONTH $B \div \text{TOTAL MONTHLY HOURS}$	CACFP PORTION OF BENEFITS $E \times \text{TOTAL BENEFITS PAID TO EMPLOYEE}$

TOTAL: _____
SALARIES

_____ BENEFITS

Itemized Costs	Administrative – Overseeing Compliance (planning, organizing and managing CACFP)	Operational – Direct Meal Service (preparation and service of meals to participants)
Rent/Mortgage	Office area	Kitchen, service areas
Contracted Services	Storage facility, computer maintenance	Pest control, refrigerator repair
Communications and Utilities	Phone, internet	Electricity, water
Other Costs	Computer, copy machine, CACFP office supplies (paper, pens, printer ink, etc...)	Stove, refrigerator, grocery shopping (supported by mileage reports)

ADMINISTRATIVE FACILITY EXPENSES

SQUARE FOOTAGE OF CACFP OFFICE SPACE ÷ TOTAL SQUARE FOOTAGE OF FACILITY = PERCENT ATTRIBUTED

_____ ÷ _____ = _____

(OFFICE SPACE) (ENTIRE FACILITY) (COLUMN C)

A	B	C	D
SERVICE	BILLED AMOUNT	PERCENT ATTRIBUTED TO CACFP	TOTAL (B x C)
RENT OR MORTGAGE			
CONTRACTED SERVICES			
COMMUNICATIONS			
OTHER COSTS			

OPERATIONAL FACILITY EXPENSES

SQUARE FOOTAGE OF CACFP FOOD SERVICE AREA ÷ TOTAL SQUARE FOOTAGE OF FACILITY = PERCENT ATTRIBUTED

_____ ÷ _____ = _____

(KITCHEN, FOOD STORAGE, EATING AREA) (ENTIRE FACILITY) (COLUMN C)

A	B	C	D
SERVICE	BILLED AMOUNT	PERCENT ATTRIBUTED TO CACFP	TOTAL (B x C)
RENT OR MORTGAGE			
CONTRACTED SERVICES			
UTILITIES			
OTHER COSTS			