

Ledger for Nonprofit CACFP Fund

Month/Year: _____ Instructions for completing the form are on the back.

| Date | To/From | Description | Food Service Costs | | Wages | | Food Reimbursement |
|-----------------------------|---------|-------------|--------------------|----------|--------------|-------------|--------------------|
| | | | Food | Non-Food | Food Service | CACFP Admin | |
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| TOTAL OF EACH COLUMN | | | | | | | |

Total Food Service Expenditures _____ **- Food Reimbursement** _____ **=** _____

INSTRUCTIONS

Ledger for Nonprofit CACFP Fund

Prepare one copy of the ledger each month to document CACFP reimbursement and expenses. Attach receipts and documentation of CACFP expenses and food reimbursement monthly.

Month/Year

Enter the month and year for which the ledger documents expenses and reimbursement.

Date

Enter the date each entry occurred.

To/From

Enter the name of the store, wholesaler, employee, agency, etc. to whom or from whom the entry was paid.

Description

Enter a short description of the entry (examples: food, non-food, cook's wages, mileage for grocery trips). These descriptions should match line items in your food service budget.

Food Service Costs (Food, Non-Food, Wages)

Enter the cost of buying items used for food service. Food includes all edible items for CACFP meal services bought from a wholesaler, grocery store, food bank, etc. Non-food items include all other items that contribute to the meal service but are not edible. Examples of non-food items are dish soap, napkins, mileage, etc. An example of wages includes the time the cook worked to prepare the meal, shopped for groceries or administrative time spent to consolidate the monthly meal counts.

Food Reimbursement

Enter the amount received for reimbursement of meals.

Total of Each Column

Total all amounts for each column. Total the Food Service Costs (Food, Non-Food, and Wages) then subtract the food reimbursement. All of the reimbursement must be spent on food service and CACFP administrative expenditures.