BUDGET FOR CACFP OPERATIONS OF INDEPENDENT ADULT CARE CENTER

Definitions:

1. Operating Costs: Costs related to the preparation and serving of meals under the CACFP.

2. Administrative Costs: Costs related to the planning, organizing, and managing of the CACFP food service, including the preparation and submission of the CACFP funding application; the review and approval of income eligibility applications for participants; the provision of nutrition education and other program training for employees; and the preparation and submission of claims for reimbursement.

Allowance for Indirect Administrative Costs:

If indirect costs are budgeted, you must attach a photocopy of letter from a federal agency or the Tennessee Department of Human Services which approves an indirect cost rate or cost allocation plan for your center.

CACFP FOOD SERVICE BUDGET FOR INDEPENDENT ADULT CARE CENTER

Name of Center: | **Estimated Payments for Application Period: $**

EXPENSES BY OBJECT	PROPOSED OPERATING COSTS	APPROVED COSTS (TO BE COMPLETED BY DHS ONLY)	PROPOSED ADMINISTRATIVE COSTS	APPROVED COSTS (TO BE COMPLETED BY DHS ONLY)	TOTAL APPROVED COSTS (TO BE COMPLETED BY DHS ONLY)
Salaries/wages to prepare/ serve meals (excluding benefits/payroll taxes)	$	$			$
Fringe benefits/payroll taxes for employees who prepare/serve meals	$	$			$
Food Costs **(must be at least 50% of est. CACFP payments for program year)**	$	$			$
Expendable Supplies (i.e., napkins, straws, dishwashing detergent, etc.)	$	$			$
Durable Supplies (i.e., items costing less than $5,000 with life expectancy of more than 1 year)	$	$			$
Contracted meal services (enter amount if meals to be purchased from private company)	$	$			$
Contract personnel (non-employees who are under contract to prepare/serve meals)	$	$			$
Food service equipment purchase **(must attach description of each equipment item)**	$	$			$
Food service equipment rental and maintenance	$	$			$
Salaries/wages for CACFP administrative employees (excluding benefits/payroll taxes)			$	$	$
Fringe benefits/payroll taxes for CACFP administrative employees			$	$	$
Office Supplies			$	$	$
Communications			$	$	$
Postage, Printing and Publications			$	$	$
Contract personnel (non-employees who perform administrative duties)			$	$	$
Occupancy			$	$	$
Travel (If any projected costs, complete Page 4 of the budget)			$	$	$
Indirect administrative costs			$	$	$
TOTAL OPERATING AND ADMINISTRATIVE COSTS	$	$	$	$	$

PERSONNEL SALARY SCHEDULE FOR INDEPENDENT ADULT CARE CENTER

OPERATING PERSONNEL (TO BE CHARGED TO THE CACFP)				
Employee Name	Position Title	Duties	Annual Salary or Wage (including Fringe Benefits and Taxes)	Amount of Employee Salary or Wages to be Charged to CACFP
			$	$

ADMINISTRATIVE PERSONNEL (TO BE CHARGED TO THE CACFP)				
Employee Name	Position Title	Duties	Annual Salary or Wages (including Fringe Benefits and Taxes)	Amount of Employee Salary or Wages to be Charged To CACFP
			$	$

PROPOSED TRAVEL BUDGET

1. TRAVEL (In-State)	Name of Employee/Contract Individual: _____ Reason for Travel: _____ Estimated Cost: $_____
2. TRAVEL (In-State)	Name of Employee/Contract Individual: _____ Reason for Travel: _____ Estimated Cost: $_____
3. TRAVEL (In-State)	Name of Employee/Contract Individual: _____ Reason for Travel: _____ Estimated Cost: $_____
4. TRAVEL (In-State)	Name of Employee/Contract Individual: _____ Reason for Travel: _____ Estimated Cost: $_____
5. TRAVEL (Out-of-State)	Name of Employee/Contract Individual: _____ Reason for Travel: _____ Estimated Cost: $_____