Elder Affairs FLORIDA

ADULT CARE FOOD PROGRAM - ACFP
MONTHLY EXPENDITURES REPORT

INSTITUTION: _____

Contract #: _____

Month / Year: _____

Monthly Expenditures

Operating Costs						Administrative Costs	
Invoice Receipt Date	Invoice Receipt Number	Name of Payee (Vendor / Store / Person)	Food Costs	Non-Food Supplies Costs	Food Service Labor Costs	Admin. Labor Costs	Indirect Admin. Costs
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
		Subtotal	$ -	$ -	$ -	$ -	$ -

Total Operating Costs	$ -
Total Administrative Costs (15% of OC to be considered)	$ -

Institution Representative:

Signature:

Date:

ADULT CARE FOOD PROGRAM - ACFP

Instruction for Completing the Monthly Expenditures Worksheet

The provider must maintain receipts for operational or administrative costs to support the claim. The Monthly Expenditures

Operating Expenditures: List the date, invoice/receipt # (if available), Payee, and the cost for each type.

Food Costs (must be creditable foods)

* Approved menu items receipts or catering invoice
* Includes food item required to prepare a recipe

Non-food Supplies Costs

* Items necessary to provide/serve the creditable meals.
* Example: napkins, plates, cups, eating utensils, cleaning supplies, etc.

Food Service Labor Costs

* May be claimed if noted on ACFP application and approved by State Agency.
* Costs associated with the salary for food service staff that prepare, serve and/or clean up after program meals.

Administrative Expenditures

Administrative Labor Costs

* May be claimed if noted on ACFP application and approved by State Agency.
* May include all or part of the salary of the individual(s) who are responsible for maintaining daily/monthly ACFP support

Indirect Administrative Costs

* Expenses shared by food service operation and pro-rated with other programs within the organization. (rent, utilities, electricity, gas, sewer, water, trash)

The Total Operating Costs and Total Administrative Costs for each are entered on the provider's Monthly Reimbursement

ALL EXPENDITURES MUST:

Be claimed for the calendar month incurred

Be supported by receipts/records which are maintained with the provider's ACFP monthly files.