



Month & Year: _____

Internal Management Document for use by DOE staff, contractors and subcontractors.

**** TOTAL is entered on the Monthly Reimbursement Claim, Administrative Expenditures' line.**

ACFP

Monthly Expenditures Worksheet

Instructions

A provider must maintain receipts for operational or administrative costs to support the claim. The Monthly Expenditures Worksheet is for providers to maintain their program costs records.

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

Food Costs (must be creditable foods)

- Approved menu items receipts or catering invoice
- Includes food items 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 documents and records.

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 Claim.

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.