



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**

\* Attach Time Distribution Reports † Benefits include: Paid Vacation, Military Leave, Sick Leave, Health & Retirements Benefits, Disability, and Life Insurance

