

How to Complete the Food Service Annual Financial Report

September 23, 2025



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for operators of the **National School Lunch Program (NSLP) completing the required Annual Financial Report (AFR).**



Public and non-public SFAs are required to submit an AFR each year that details spending amounts during the previous school year.

Objectives

At the end of this training, attendees should be able to:

- Understand the requirements of the AFR;
- Successfully complete and submit the AFR; and,
- Understand common mistakes and how to avoid them.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: How to Complete the Annual Financial Report

Key Area: Administration - 3000

Learning Code: 3300

Length: 1.0 hour

Presenter: Jennifer Blankenship

Questions

- Questions can be submitted in the Q&A at any point, and HNS will respond in the follow-up document that will be released after the webinar.
- Once the webinar concludes, HNS will compile all the questions received and create a follow-up Q&A document that will address all questions.
- If you require additional assistance following HNS's communication, please reach out to your HNS Specialist through HelpDesk.



Agenda

Section 1: Preparing to Complete the AFR

Section 2: AFR Section Walkthroughs

Section 3: Troubleshooting & Best Practices

Section 4: Submitting & Support

SECTION 1
**Preparing to
Complete the
AFR**



The Annual Financial Report (AFR)

DEFINITION AND REQUIREMENTS

The AFR is a **required annual report** that summarizes **all** of a Local Education Agency's (LEA) **food service revenues and expenditures** occurring within the state fiscal year (**July 1 -June 30**). It reflects how federal, state, and local funds were spent in support of school meal programs.

- Food service revenues and expenditures must be tracked and reported annually.
- Reporting requirements differ among Public Schools, Charter Schools, Private Schools, Residential Schools, Bureau of Indian Affairs (BIA) Schools, and Correctional Institutions/State Schools.

financial statement

	4,503	3,908	4,025	4,153	3,856	3,920	4,000
	26	32	27	23	30	22	28
	4,529	3,940	4,052	4,176	3,886	3,942	4,028
	2,800	2,510	2,578	2,735	2,208	2,286	2,364
	1,729	1,430	1,474	1,441	1,678	1,656	1,680
	768	720	655	670	715	722	730
	15	18	12	10	13	11	14
Development	8	9	5	7	6	7	8
es	19	17	20	15	14	15	16
g Expenses	810	764	692	702	748	748	759
g Expenses	919	666	782	739	759	759	769
ome	9	10	5	6	8	8	9
ne	10	8	9	9	7	7	8
re Tax	938	684	796	754	774	774	784
	180	123	155	142	142	142	142
	561	641	641	612	612	612	612

The Annual Financial Report (AFR)

DEFINITION AND REQUIREMENTS

The data that is submitted on the Annual Financial Report is used by Health and Nutrition Services to verify that each LEAs participating in the National School Lunch, School Breakfast, After School Care Snack, and Special Milk Programs have met the following federal program requirements:

- Nonprofit food service account as specified in 7 CFR 210.14 (a)
- Net cash resources as specified in 7 CFR 210.14 (b)
- State revenue matching requirement as specified in 7 CFR 210.17 (a)



financial statement

	4,503	3,908	4,025	4,153	3,856	3,920	4,000
	26	32	27	23	30	22	28
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g Expenses	810	764	692	702	748	748	748
ome	919	666	782	739	759	759	759
ne	9	10	5	6	8	8	8
	10	8	9	9	7	7	7
re Tax	938	684	796	754	774	774	774
	180	123	155	142	142	142	142
	561	641	641	612	612	612	612

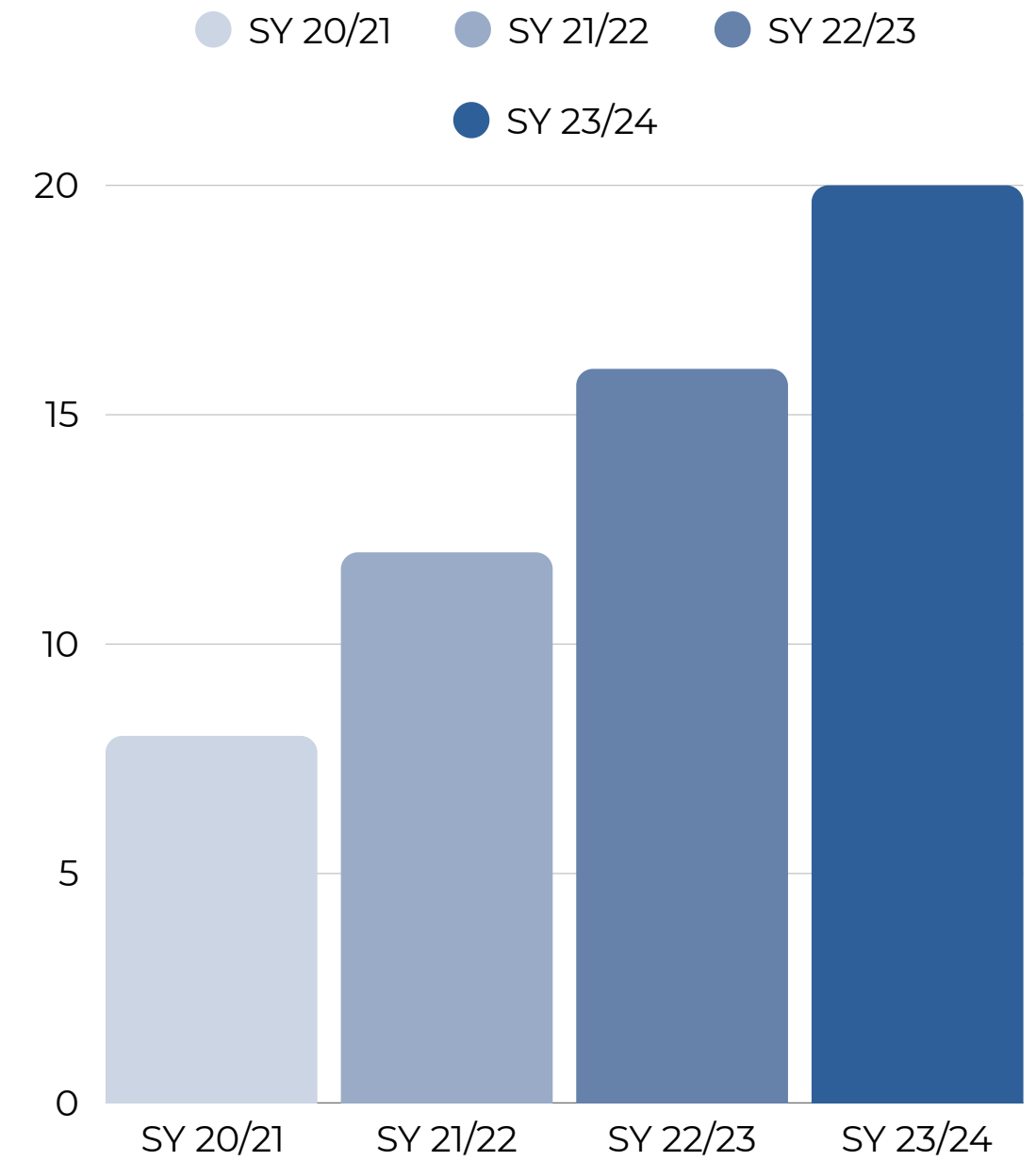
Why the AFR matters

WHY IS THE AFR IMPORTANT?

The AFR plays a critical role in ensuring the integrity, transparency, and sustainability of school nutrition programs across Arizona.

Key Purposes:

- ✔ Promotes **fiscal accountability** by documenting how meal program funds are spent.
- 💰 Supports **funding decisions** for future program needs.
- 📊 Helps identify **trends** in spending, participation, and resource allocation.
- 🛡️ Ensures **compliance** with USDA and ADE regulations.



Example of year-over-year program data records

Understanding the AFR

The AFR is a required annual report that summarizes revenue and expenditures for each School Food Authority (SFA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). It reflects **how federal, state, and local funds were spent** in support of school meal programs.

NON-PUBLIC SCHOOLS REQUIREMENTS

- Private schools, Residential Child Care Institutions, Special Milk Program schools, and Bureau of Indian Affairs schools
- Submitted to ADE by:
 - **October 1st** for non-public schools

PUBLIC AND CHARTER SCHOOLS REQUIREMENTS

- Public Schools and Charters
- Submitted to ADE by:
 - **October 15th** for public schools and charters



For school year 2024-25 the deadline for non-public schools is extended to October 15th.

Who should complete the AFR?

The AFR should be completed by someone who...

- ✔ ...understands your SFA's Child Nutrition Program (CNP) operations.
- ✔ ...has access to financial records, including revenue, food costs, labor, and nonprogram income.
- ✔ ...can collaborate with both finance/business office and food service team.

Common AFR Preparers:

- Food Service Director
- Business Manager
- District Finance Officer
- Authorized Representative (for smaller SFAs)



Tip: Assign a primary contact person, but involve others for accurate reporting.

Before beginning...

KEY DOCUMENTS

Prior to beginning the process of completing the AFR, gather the following key documents:

Key Documents	
Financial Records	<ul style="list-style-type: none">• Monthly revenue and expense reports• Fund 510 balance sheets or ledgers (non-public only)
Food Service Reports	<ul style="list-style-type: none">• Invoices from vendors (food, paper goods, etc.)• USDA Foods valuation and delivery reports• Receipts for nonprogram sales (catering, a la carte, adult meals)
Labor Documentation	<ul style="list-style-type: none">• Payroll reports for food service staff• Benefits breakdown (FICA, retirement, insurance)
Previous AFR Submission (Optional):	<ul style="list-style-type: none">• Use last year's report to guide formatting and verify consistency

SECTION 2





AFR Sections



Key AFR components

WHAT'S INCLUDED IN THE AFR?

The AFR is more than just numbers- it organizes financial data into categories that reflect how meal program funds are managed.

<p>Revenue Sources:</p> <p> Federal reimbursements, state funds, local funds, and other income (e.g., a la carte sale, state-funded reduced-price subsidy).</p>	<p>Expenditures:</p> <p> Food, labor, equipment, supplies, and other operating cost</p>
<p>Nonprofit School Food Service Account:</p> <p> Ending fund balance and net cash resources</p>	<p>Meal Counts:</p> <p> Number of meals claimed by program type (NSLP, SBP, etc.)</p>



Revenue Reporting in the AFR

HOW TO REPORT REVENUE ACCURATELY

SFAs must report all sources of revenue used to support school meal programs. Each source must be clearly identified and categorized to ensure transparency and compliance.

- \$ Federal Reimbursements** (NSLP, SBP, Local Food for Schools (LFS), Child and Adult Care Food Program (CACFP) if applicable)
- ↑↑\$ Local Revenue** (e.g., state-funded reduced-price subsidy, a la carte sales, adult meals, donations)
- \$ Interest Income** (from nonprofit school food service account)
- Ⓢ Other** Fresh Fruit and Vegetable Program (FFVP), Equipment, etc.

Important Notes:

- Do **not** include revenue outside of the food service account
- Ensure all income is coded properly in your accounting system








REPORT

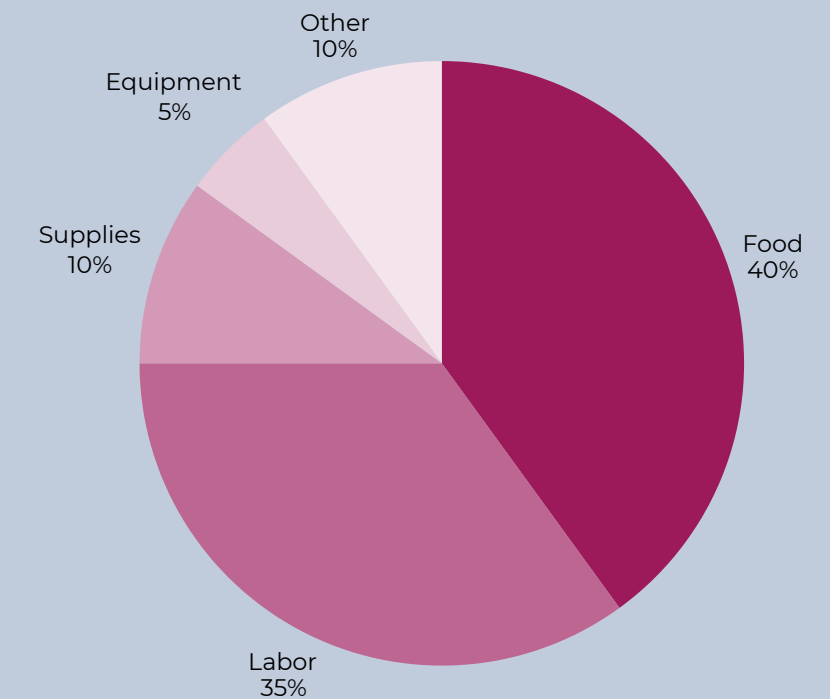
Reporting Expenditures Correctly

TRACKING WHERE THE DOLLARS GO

Just like revenue, expenditures must be clearly recorded by category. Accurate reporting helps ensure program integrity and allows for proper financial oversight.

Expenditure Categories:

-  **Food** (purchased foods, USDA Foods)
-  **Labor** (salaries, benefits for food service staff)
-  **Supplies** (paper goods, cleaning supplies, smallware)
-  **Equipment** (capital outlay or equipment purchases over \$5,000)
-  **Other** (utilities, professional development, indirect costs, vending, and catering)



Best Practices:

- Align AFR entries with your accounting ledger
- Double-check coding and documentation for each expense
- Avoid combining unrelated expenses into one line item

Understanding the Ending Fund Balance

WHAT IS THE NONPROFIT SCHOOL FOOD SERVICE ACCOUNT BALANCE

The AFR requires SFAs to report the ending balance in their nonprofit school food service account. This balance is key to evaluating financial sustainability and regulatory compliance.

Key Concepts



Ending Fund Balance = Total Revenue - Total Expenditures



Net Cash Resources = Liquid assets available (must not exceed **6** months of average operating costs)



Excess Funds? SFAs with excessive balances may need to submit a spending plan to ADE

Reminders:

- All expenditures must benefit the meal program
- Funds must be reinvested into improving food quality, kitchen equipment, or staff training



What might be a smart way for a school to use extra food service funds?

Excess Fund Balance

WHAT IF THE FUND BALANCE IS TOO HIGH?

- Develop a spending plan for excess funds
- Acceptable uses:
 - Food Service Equipment
 - Staff Training
 - Nutrition Education
 - Meal Quality Improvements
- Unused excess may trigger state follow-up or corrective action



Reporting Meal Counts

CAPTURING ACCURATE MEAL COUNTS

Meal counts are a vital part of the AFR and must reflect the number of meals claimed by program type. Accuracy ensures proper reimbursement and program accountability.

Meal Count Categories

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Care Snack Program (ASCSP)
- Seamless Summer Option (SSO)
- Summer Food Service Program (SFSP), if applicable



Fiscal Oversight & Reconciliation

OVERSIGHT, RECONCILIATION & RESPONSIBILITY

- AFR data should match your general ledger
- Review meal counts, claims, and revenue for consistency
- Coordinate with your business office and food service team
- Keep documentation for 5 years (or longer if under review)



SECTION 2.1
Public/Charter
AFR Form



AFR for Public & Charter Schools

District name: 0 County: 0 CTD# number: 0

Food Service

Instructions

Revenues

1500 Investment income	2	0	3
1600 Food service	3	0	4
Other local	4	0	5
4500 Restricted revenue rec. from fed. gov.	5	0	6
4900 Revenue for on behalf of the district	6	0	7
Total revenue (Lines 2-6)	7	0	8
5000 Other financing sources and fund transfers-in	8	0	9
Total available (Lines 1, 7, and 9)	9	0	10

A. Number of operating months:

B. Number of meals served

	Breakfast	Lunch/Suppers	A la carte*	Snacks
1. Served at district locations				
a. Reimbursable meals only				
b. Program adults/adult workers				
c. Other				
2. Served at other locations				
a. Reimbursable meals only				
b. Program adults/adult workers				
c. Other				

* Divide all revenues from a la carte sales by the free lunch reimbursement rate received.

C. Meal prices

	P-6	7-8	9-12	Adult
1. Reduced breakfast				
2. Reduced lunch				
3. Reduced snack				
4. Paid breakfast				
5. Paid lunch				
6. Paid snack				

D. Special milk program

Change to children per 1/2 pint milk unit _____
 Number of 1/2 pint milk units served to children _____

E. For comparison only - prior year number of meals served

	Breakfast	Lunch/Suppers	A la carte	Snacks
1. Served at district locations				
a. Reimbursable meals only	0.00	0.00	0.00	0.00
b. Program adults/adult workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00
2. Served at other locations				
a. Reimbursable meals only	0.00	0.00	0.00	0.00
b. Program adults/adult workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00

Expenditures

6130 Classified salaries	11	0	12
6200 Employee benefits	12	0	13
6400 Purchased property services	13	0	14
6570 Food service management	14	0	15
6591 Services purchased from other AZ districts	15	0	16
6610 General supplies (nonfood items)	16	0	17
6620 Energy	17	0	18
6631 USDA Commodities (excluding freight)	18	0	19
6632 USDA Commodities (freight only)	19	0	20
6633 Other food	20	0	21
6634 Storage costs for USDA Commodities	21	0	22
6700 Property (including 6731-39)	22	0	23
6731-32, 6734-35, 6737-38 Purchase of equipment, vehicles, etc. costing under \$1,000 or more	23	0	24
6832 and 6842 Other principal real interest	24	0	25
Other expenditures	25	0	26
Total expenditures (Lines 10-25)	26	0	27
6900 Other financing uses and fund transfers-out (excluding indirect costs transfers-out)	27	0	28
Total expenditures & other uses (Lines 26-28)	28	0	29
Ending fund balance (Line 9 minus line 29) (1)	29	0	30

F. Services purchased from the MAO fund to repair and maintain food service property owned, leased, or used by the district (function 2000)

6400 Purchased property services _____

G. Detail of food service management company expenses

Classified salaries _____
 Employee benefits _____
 Supplies and materials (nonfood) _____
 Food _____
 Management fee _____
 Other _____
 Total (must equal total of amounts on line 13 above) _____

(1) Includes food service fund revolving account cash balance of \$ _____ at 7/1/24 or \$ _____ at 6/30/25, as applicable.

Rev: 8/21 Arizona Department of Education and Auditor General 9/3/2021 10:40 AM Food Service AFR

AFR FOR PUBLIC SCHOOLS

Charter school: 0 County: 0 CTD# number: 0

Food Service

Instructions

Revenues

1. 1500 Earnings on investments	1	0
2. 1600 Food service	2	0
3. 1900 Other revenues and gains from local sources	3	0
4. 4500 Restricted revenue (reimbursement) received from the federal government through the State	4	0
5. 4900 Revenue for/on behalf of the school (1)	5	0
6. Total revenue (lines 1-5)	6	0

A. Number of operating months:

B. Number of meals served

	Breakfast	Lunches/suppers	A la carte*	Snacks
1. Served at charter school locations				
a. Reimbursable meals only				
b. Program adults/adult workers				
c. Other				
2. Served at other locations				
a. Reimbursable meals only				
b. Program adults/adult workers				
c. Other				

* Divide all revenues from a la carte sales by the free lunch reimbursement rate received.

C. Meal prices

	K-6	7-8	9-12	Adult
1. Reduced breakfast				
2. Reduced lunch				
3. Reduced snack				
4. Paid breakfast				
5. Paid lunch				
6. Paid snack				

D. Special Milk Program

Number of 1/2 pint milk units served to children _____

E. State Equalization Assistance expended for food service, function 3100

[This amount will be used to determine charter compliance with State matching requirements pursuant to CFR Title 7, §210.17(a).]

\$ _____

(1) Include the value of USDA Commodities on this line (excluding freight), as well as cash received from the USDA instead of commodities.

Expenses

7. 6100 Personal services—salaries	7	0
8. 6200 Personal services—employee benefits	8	0
9. 6400 Purchased property services	9	0
10. 6530 Communications	10	0
11. 6570 Food service management	11	0
12. 6591 Services purchased from other AZ schools or districts	12	0
13. 6610 General supplies (nonfood items)	13	0
14. 6620 Energy	14	0
15. 6631 USDA commodities (excluding freight)	15	0
16. 6632 USDA commodities (freight only)	16	0
17. 6633 Other food	17	0
18. 6800 Other expenses (excluding food service mgt. fees)	18	0
19. 0190 Capital assets (excluding 0196)	19	0
20. 0196 Equipment	20	0
21. Total expenses (lines 7-20)	21	0

F. Cash balances

7/1/2024 \$ _____ 6/30/2025 \$ _____

G. Detail of food service management company expenses

Classified salaries _____
 Employee benefits _____
 Supplies and materials (nonfood) _____
 Food _____
 Management fee _____
 Other _____
 Total (must equal total on line 11 above) _____

AFR FOR CHARTER SCHOOLS

Public/Charter AFR Form

REVENUE

1500 - INVESTMENT INCOME

Interest earned on food service funds.

1600 - FOOD SERVICE

Revenue from student/adult meals, a la carte, or catering.

4500- RESTRICTED REVENUE

Federal/State reimbursements and USDA Foods value.

4900-REVENUE FOR/ON BEHALF OF THE DISTRICT

Donations, grants, or outside support for food service.

Instructions

Beginning fund balance (1)

Revenues

1500 Investment income

1600 Food service

Other local _____

4500 Restricted revenue rec. from fed. gov.

4900 Revenue for/on behalf of the district

Total revenue (lines 2-6)

5000 Other financing sources and fund transfers-in

Total available (lines 1, 7, and 8)

A. Number of operating months

Fund 510	
Actual	
1.	0 1.

2.	0 2.
3.	0 3.
4.	0 4.
5.	0 5.
6.	0 6.
7.	0 7.
8.	0 8.
9.	0 9.

Public/Charter AFR Form

STATE-FUNDED REDUCED-PRICE SUBSIDY

OTHER LOCAL

The Add-On for the Reduced-Price Meal Subsidy found on the meal claims must be reported under “Other local” resources.

Instructions

Beginning fund balance (1)

Revenues

1500 Investment income

1600 Food service

Other local

4500 Restricted revenue rec. from fed. gov.

4900 Revenue for/on behalf of the district

Total revenue (lines 2-6)

5000 Other financing sources and fund transfers-in

Total available (lines 1, 7, and 8)

A. Number of operating months

Fund 510		
Actual		
1.	0	1.
2.	0	2.
3.	0	3.
4.	0	4.
5.	0	5.
6.	0	6.
7.	0	7.
8.	0	8.
9.	0	9.



For more information on how to properly report the State funded Reduced-Price Subsidy, refer to Memorandum HNS 09-2025

Public/Charter AFR Form

NUMBER OF MEALS SERVED

B. Number of meals served	Breakfasts	Lunches/ Suppers	A la carte [±]	Snacks
1. Served at district locations				
a. Reimbursable meals only				
b. Program adults/adult workers				
c. Other				
2. Served at other locations				
a. Reimbursable meals only				
b. Program adults/adult workers				
c. Other				

* Divide all revenues from a la carte sales by the free lunch reimbursement rate received.

The information is organized by meal type: breakfast, lunch or supper, snacks, and à la carte, and further divided into reimbursable, adult/program, and "other" meals.

- These figures must match your reimbursement claim.
- Separate adult meals, as they're non-reimbursable and need to be on a separate line.
- For à la carte items, divide revenues by the free lunch reimbursement rate to determine meal equivalents.

Public/Charter AFR Form

MEAL PRICES & SPECIAL MILK PROGRAM

C. Meal prices	P-6	7-8	9-12	Adult
1. Reduced breakfast				
2. Reduced lunch				
3. Reduced snack				
4. Paid breakfast				
5. Paid lunch				
6. Paid snack				

D. Special milk program

Charge to children per $\frac{1}{2}$ pint milk unit _____

Number of $\frac{1}{2}$ pint milk units served to children _____

This section outlines the program's structure, which encompasses reduced-price meals, paid meals, and adult meal options categorized by grade groups.

For certain schools, information regarding the Special Milk Program is also included. If the school participates in this program, please indicate the price per half-pint and the total number served. If the school does not participate, leave that section blank.

Public/Charter AFR Form

EXPENDITURES

This section outlines the food service expenditures.

Included are categories for staff salaries, benefits, and purchased services such as pest control and laundry. The most significant expense is food, which is further detailed into commodities, freight, and storage.

- Only allowable food service costs should be included here; expenses related to athletics, instruction, or general operations must be excluded.

Expenditures

6150 Classified salaries
 6200 Employee benefits
 6400 Purchased property services
 6570 Food service management
 6591 Services purchased from other AZ districts
 6610 General supplies (nonfood items)
 6620 Energy
 6631 USDA Commodities (excluding freight)
 6632 USDA Commodities (freight only)
 6633 Other food
 6634 Storage costs for USDA Commodities
 6700 Property (excluding 6731-39)
 6731-32, 6734-35, 6737-38 Furniture & equipment, vehicles, & tech. costing under \$5,000
 6733, 6736, 6739 Furniture & equipment, vehicles, & tech. costing \$5,000 or more
 6832 and 6842 Other principal and interest
 Other expenditures _____
 Total expenditures (lines 10-25) _____
 6910 Indirect costs transfers-out
 6900 Other financing uses and fund transfers-out (excluding indirect costs transfers-out)
 Total expenditures & other uses (lines 26-28) _____
 Ending fund balance (line 9 minus line 29) (1) _____

F. Services purchased from the M&O fund to repair and maintain food service property owned, rented, or used by the district (function 2600).

6400 Purchased property services _____

	Food Service Fund 510		M&O expenditures Fund 001	Capital expenditures Fund 610	
	Budget	Actual	Actual	Actual	
10.		0	0		10.
11.		0	0		11.
12.		0	0		12.
13.		0	0		13.
14.		0	0		14.
15.		0	0		15.
16.		0	0		16.
17.		0			17.
18.		0			18.
19.		0			19.
20.		0			20.
21.					21.
22.		0		0	22.
23.		0		0	23.
24.		0			24.
25.		0	0	0	25.
26.	0	0	0	0	26.
27.		0			27.
28.		0			28.
29.		0			29.
30.		0			30.

E. Detail of food service management company expenditures

Classified salaries _____
 Employee benefits _____
 Supplies and materials (nonfood) _____
 Food _____
 Management fee _____
 Other _____
 Total (must equal total of amounts on line 13 above) _____

(1) Includes food service fund revolving account cash balance of \$ _____ at 7/1/24 or \$ _____ at 6/30/25, as applicable.



For more information, please refer to Memorandum HNS TA 01-2025: School Year 2025-2026 State Match Requirements for Districts and Charter Schools

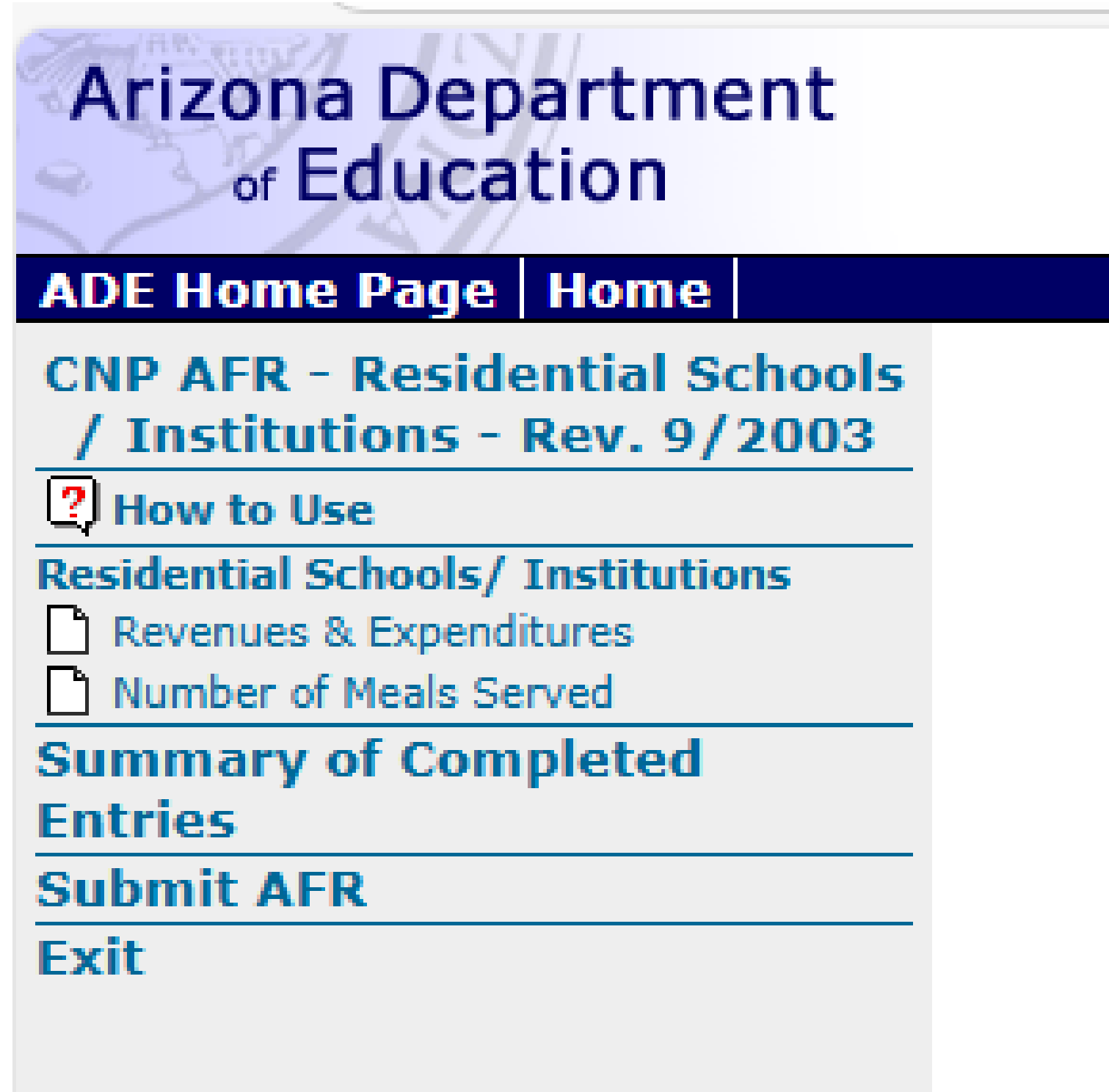
SECTION 2.2
**Non-Public AFR
Form**



Non-Public Entities AFR

SUBMITTING THE AFR


For non-public educational institutions, the Annual Financial Report (AFR) is submitted directly via CNPWeb. Instead of line numbers, you will find categories organized on the Revenues & Expenditures screen. Although the format is different from that of public and charter school forms, the fundamental reporting principles remain unchanged. It is still necessary to record revenues, expenditures, and meal counts.





Arizona Department
of Education

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**CNP AFR - Residential Schools
/ Institutions - Rev. 9/2003**

 **How to Use**

Residential Schools/ Institutions

-  Revenues & Expenditures
-  Number of Meals Served

**Summary of Completed
Entries**

Submit AFR

Exit

Non-Public Entities AFR

REVENUES & EXPENDITURES

The screenshot displays the 'Revenues & Expenditures' form within the Arizona Department of Education's system. The form is titled 'CNP - Annual Financial Report' and is for the '2024 CNP AFR - Residential Schools / Institutions'. It includes a navigation menu on the left with options like 'Home Page', 'Home', 'CNP AFR - Residential Schools / Institutions - Rev. 9/2003', 'How to Use', 'Residential Schools / Institutions', 'Revenues & Expenditures', 'Number of Meals Served', 'Summary of Completed Entries', 'Submit AFR', and 'Exit'. The main form area is divided into sections: 'General Information' (Number of Months of Operation), 'Beginning Balance' (1. Beginning Balance), 'Revenues' (2. Federal Reimbursement, 3. Other Revenue, 4. Sales to Adults, 5. TOTAL REVENUE (Add Lines 2 through 4)), 'Expenditures' (6. Salaries/Employee Benefits, 7. Supplies (Other Than Food), 8. Food Purchases, 9. Utilities and Communications, 10. Furniture/Equipment, 11. Vehicles / Transportation Equipment, 12. Other Expenditures, 13. TOTAL EXPENDITURES (Add Lines 6 through 12)), and 'Ending Balance' (14. Ending Balance (Line (1+5) - 13)). Each line item has a radio button and a text input field. At the bottom, there are 'Save' and 'Print' buttons.

Revenues include reimbursements, food sales, adult meals, and other local income, while expenditures encompass salaries, benefits, purchased food, and operating costs.

The bottom of the screen contains the totals for revenues, expenditures, and fund balance. The calculation for the fund balance—beginning balance plus revenues minus expenditures—applies uniformly across all school types.

Non-Public Entities AFR

MEALS SERVED

Arizona Department of Education

CNP - Annual Financial Report

2024 CNP AFR - Residential Schools / Institutions

Number of Meals Served

Number of Meals Served

Children Meals Served

Number of Lunches Served

Number of Breakfasts Served

Number of Snacks Served (AOCIS)

Adult Workers Meals Served

Number of Lunches Served

Number of Breakfasts Served

Number of Snacks Served (AOCIS)

Other Adults Meals Served

Number of Lunches Served

Number of Breakfasts Served

Number of Snacks Served (AOCIS)

Suppers / Non-reimbursable Snacks

Number of Suppers Served

Number Non-reimbursable Snacks/ A la Carte / Catering Served

Save Next

Non-public schools are required to report the number of meals served. This data is categorized into several parts, including meals for children, adult worker meals, breakfasts, lunches, suppers, and snacks. Each submission is verified for accuracy based on CNPweb data by ADE specialists.

These counts must match the reimbursement claims you have submitted.

Quiz Time

Which of the following is **NOT** a section in the Annual Financial Report?

- A** Revenue
- B** Expenditures
- C** Fund Balance
- D** Student Academic Performance



Quiz Time

Which of the following is **NOT** a section in the Annual Financial Report?

A Revenue

B Expenditures

C Fund Balance

D Student Academic Performance

The Food Service AFR only focuses on your food service financials!



SECTION 3
**Troubling
Shooting & Best
Practices**



Common AFR Mistakes

AVOID THESE COMMON ERRORS:

- ❌ Incorrect Meal Count incorrect Federal Reimbursement
- ❌ Taking too much indirect cost out of Food Service Account
- ❌ Child & Adult meal prices need to be accounted for



Best Practices for a Smooth AFR

AFR BEST PRACTICES

- ✓ Reconcile Monthly
- ✓ Collaborate early with your business office
- ✓ Save documentation (5 years)
- ✓ Use the prior year AFR as a reference
- ✓ Attend annual trainings from ADE



Quiz Time

Which of the following would be reported as a food service expenditure?

- A Cafeteria oven repair**
- B Coffee maker for staff use**
- C Decorations for the cafeteria**
- D Custom aprons for booster club event**



Quiz Time

Which of the following would be reported as a food service expenditure?

- A Cafeteria oven repair**
- B Coffee maker for staff use**
- C Decorations for the cafeteria**
- D Custom aprons for booster club event**

Food Service Expenditures are costs directly tied to the operation, maintenance, and support of the school nutrition program!



SECTION 4
**Submitting &
Support**

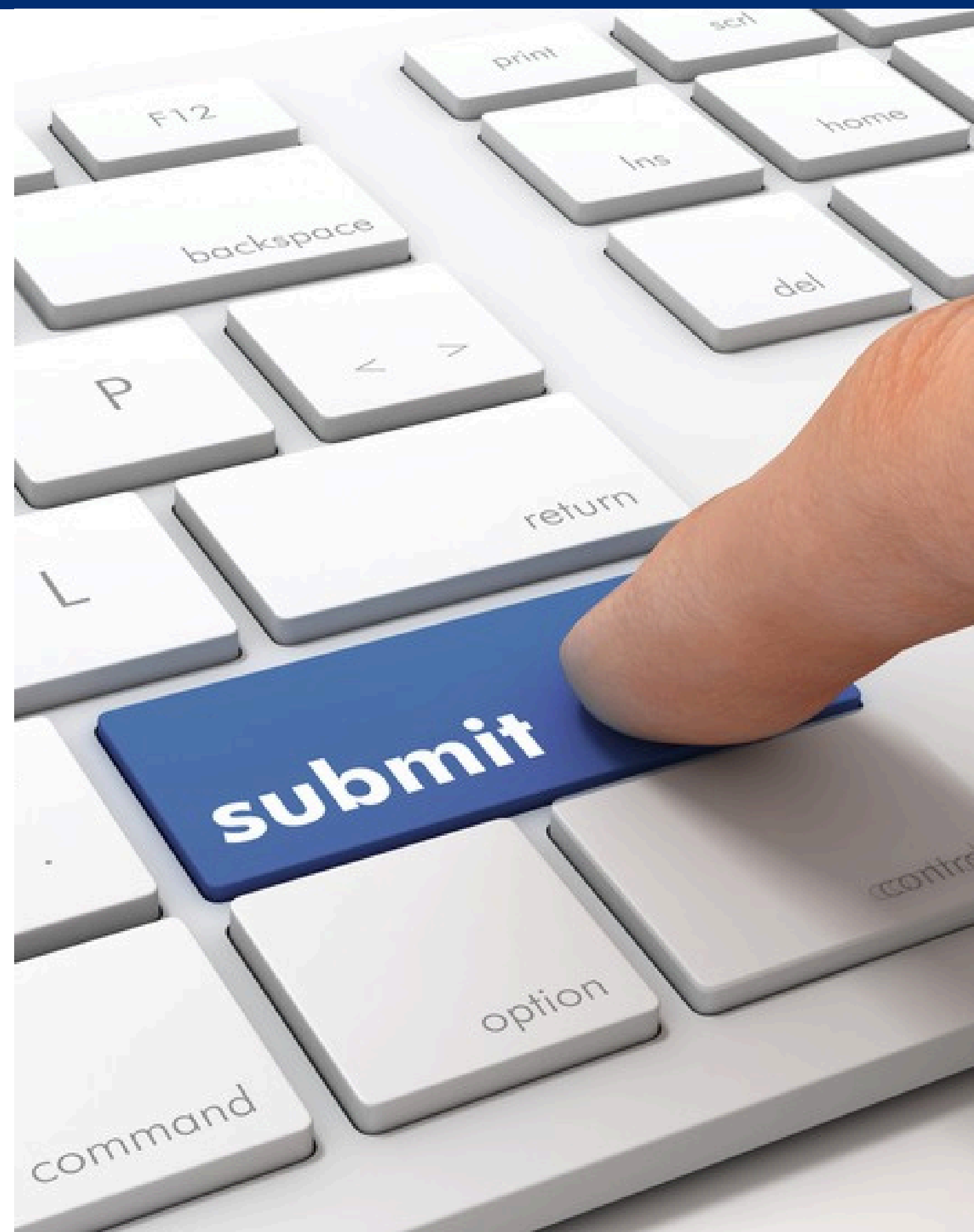


Submitting the AFR for Non-Public Entities

- ✔ **Log into ADEConnect** using your credentials
- ✔ Navigate to **CNP Annual Financial Report**
- ✔ Click **Submit AFR** after reviewing all sections
- ✔ Status will change from **Pending to Submitted**
- ✔ Save a copy for your records
- ✔ **Submit by October 1, 2025**

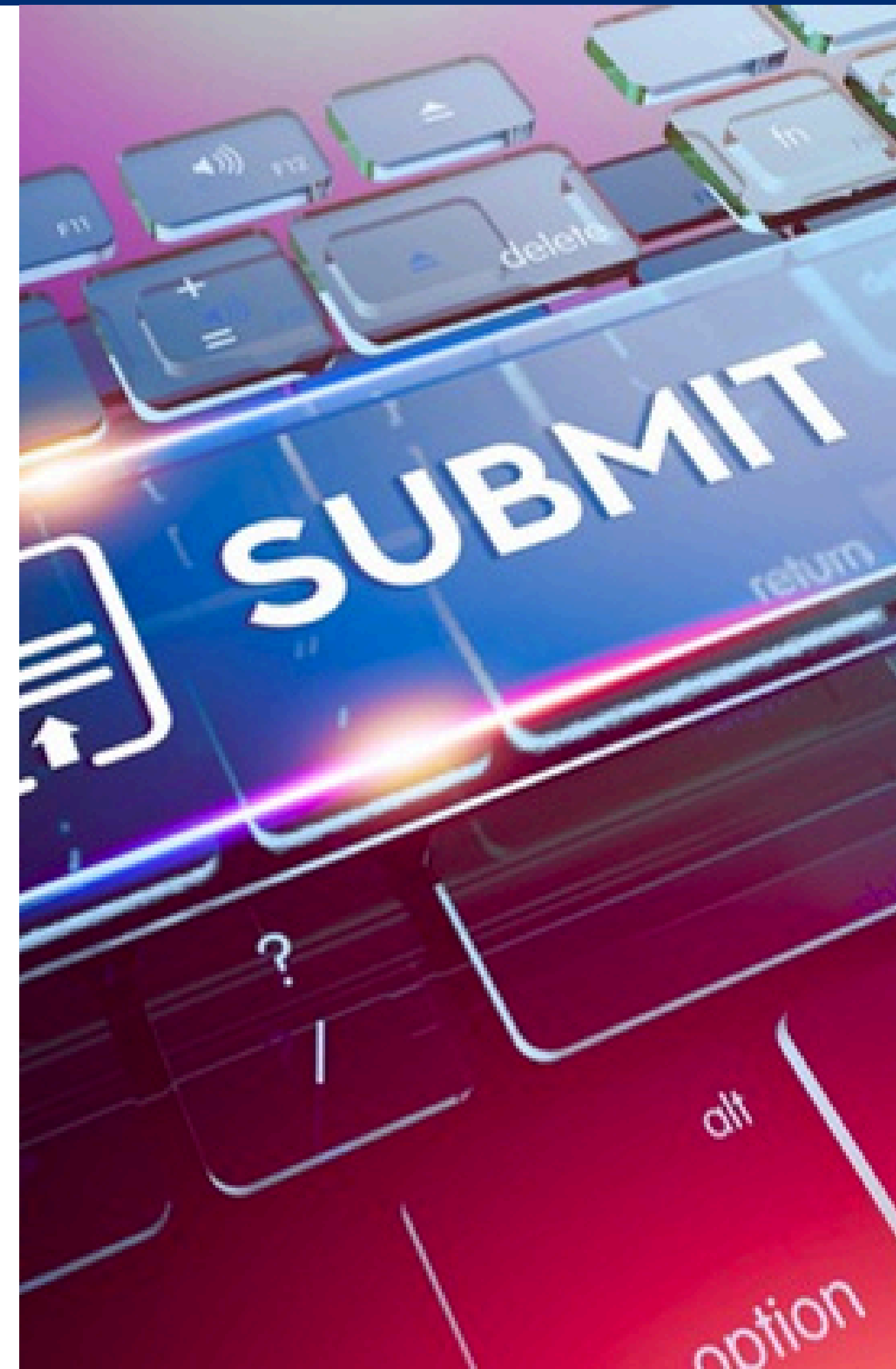


For school year 2024-25 the deadline for non-public schools is extended to October 15th.



Submitting the AFR for Public/Charter Schools

- ✔ **For Submission guidelines** please refer to the school finance website.
- ✔ **Upload your completed forms** to the system.
- ✔ **Ensure your submission is completed by the October 15, 2025 deadline!**
- ✔ **Failure to submit by deadline will result in claims being placed on hold!**



ADE Support & Resources

HNS IS HERE TO HELP

- ✔ [AFR instructions & FAQs - Coming Soon!](#)
- ✔ [Step by Step Quick Guide: How to Complete USDA Foods AFR Calculations](#)
- ✔ [HNS Memo TA 01-2025](#)
- ✔ [State-Funded Reduced-Price Subsidy. HNS Memo 09-2025](#)
- ✔ [Reach out to the help desk for any questions!](#)



CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

**You have completed the Online Course:
Insert title.**

Information to include when documenting this training for Professional Standards:

**Training Title:
How to Complete the
Annual Financial Report**

**Key Area: 3000 - Administration
Learning Code: 3300
Length: 1 hour**

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

Training Title:

**How to Complete the
Annual Financial Report**

Key Area: 3000 - Administration

Learning Code: 3300

Length: 1 hour

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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