

Presented by: Jodi Truman, Financial Specialist



Agenda

- Reminders
- Reporting Time Frame
- Tools needs to complete the Annual Financial Report
- Review of the Annual Financial Report
- Q & A



Reminders

- The Annual Financial Report is located in CNPWeb
- Program Period 2025.
- Navigate to the Forms Tab and the report will be listed.
- Click the + icon to the left of the AFR
- Once report is complete, enter the filers name and number in box 26
- Check box 27 to "Certify"
- Save
- The Financial Specialist will review / approve / or send back with corrections
- Report must be in "Pending Approval" by September 1, 2025



Reporting Date July1, 2024 – June 30, 2025

Reporting Income and Expenses for the following Programs and Time frames:

- SNP Program Year 2025 July 1, 2024 June 30, 2025
- SFSP Program Year 2024 June, July, August 2024
- CACFP AT-Risk After School Meals Program
 - Program Year 2024 July, August, September and
 - Program Year 2025 October 2024 June 2025.



Tools Needed

- CNPWeb Access. Claim Filer has access to complete report.
- Detailed Revenue and Expense Report and Summary Report from the Business Manager.
- Monthly Claim Reimbursement Report: CNPWeb Reports Accounting Reports – Reimbursement Earned (ED293A) – click the Printer Action Icon – Enter Year (2025) – Generate Report. Review report with the Claim Payments Tab.
- Financial Reporting Worksheet (if used through school year)
- Annual Financial Report Instructions are located in the Help Tab of CNPWeb.



Annual Financial Report-Income





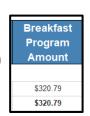
Review of Report ED293A

Headers and codes:

4551	4553	4556	3250	4555	4554	3258	3258	3250	3254	4559	4353	3250	MEFS Fund #
Lunch	Free/Red Lunch Amount	School	State Match	Program	Program	State Breakfast Paid	State Breakfast Reduced	Lunch	State Lunch Reduced	FFVP Amount	Local Produce Amount	Publicly	

Federal Lunch Accounts combined total of \$1407.52

Federal Breakfast Account total of \$320.79



Regular Lunch Amount	Free/Red Lunch Amount
District Na	me: Deer Isl
\$262.65	\$1,144.87
\$262.65	\$1,144.87
\$202.03	\$1,144.07

State Lunch Paid	State Lunch Reduced
\$914.28	\$6.00
\$914.28	\$6.00

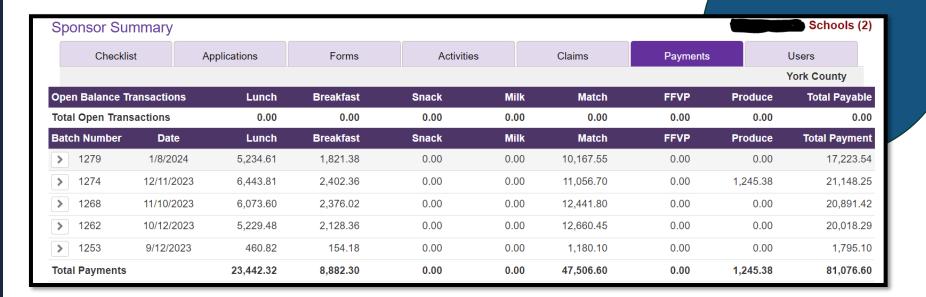
- State of Maine Reimbursement for Lunch total \$920.28
- State of Maine Reimbursement for Breakfast

State Breakfast Paid	State Breakfast Reduced
\$247.50	\$0.60
\$247.50	\$0.60

total \$248.10



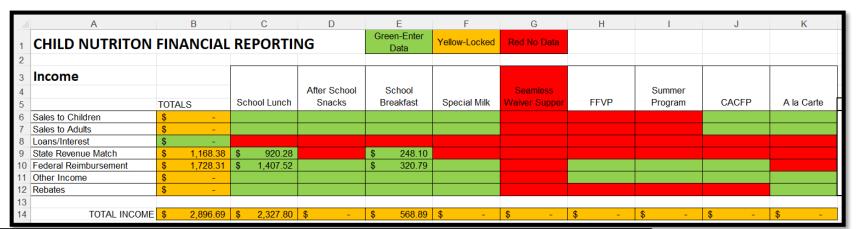
Review of Payments Tab in CNPWeb



- Lunch (MEFS 4551, 4553) and Breakfast (MEFS 4554) equal the Federal Reimbursement
- Match is the Maine payment for Lunch and Breakfast meals combined. The breakdown of those can only be found on the ED293A report or the Claim Summary breakdown. These must be broken down to be reported in the correct Lunch or Breakfast category.



Review of the Payment Advice Slip



CFDA	Description from Payment SY2025 SNP Federal Funds for School Meals	MEFS Revenue #	MEFS Fund #	CN Financial Reporting Worksheet line/column
10.555	EDUC. SCHOOL NUTRITION, LUNCH (S.A.) Free and Reduced Meals	4553	2930	10/C
10.555	EDUC. SCHOOL NUTRITION, LUNCH (REG.) Paid Meals	4551	2930	10/C
10.553	EDUC. SCHOOL NUTRITION, BREAKFAST	4554	2930	10 / E
10.582	FFVP PAYMENT	4559	2930	10 / H
10.555	EDUC. SCHOOL NUTRITION, AFTERSCHOOL SNACK	4556	2930	10 / D
10.556	EDUC. SCHOOL NUTRITION, MILK PROG.	4555	2930	10 / F

Note: This example is using the monthly/yearly worksheet. The headers may not match the AFR as changes did not get made in time.

Annual Financial Report- Expense





Net Income / Loss



The net income or loss is then calculated from the Income Totals, Line 8 and the Expense Totals on line 15.

The system will complete the calculation automatically



Account Balance

- #16 Beginning balance as of July 1, 2024
- #17 Total from A8 Income Total
- #18 Total from A15 Expense Total
- #19 Ending Balance #16 + #17 #18 = Total
- #20 Any bills that have not been paid from FY2025
- #21 Any revenue that has not been posted FY2025
- #22 Balance of Accounts: #20 #21 = Total

Account Balance Beginning Balance Accounts Pavable 0.00 0.00 Income Total Accounts Receivable 0.00 0.00 Expense Total Balance of Accounts 0.00 0.00 **Ending Balance** 0.00

The balance to high reports are generated from the results of box 19.



Certification

Certifi	cation		
(25)	Select the last month for which a claim was submitted for the Program Year:		
(26)	Prepared by:	Phone Number:	Ext:
(27)	"I certify to the best of my knowledge and belief that the information provided herein may subject me to criminal, civil, or administrative consequences including, but not li	, , ,	

Checklist	Applications	Forms	Activities	Claims	Payments	Users
						York County
Form Name		Revision	St	atus	Date Approved	d Action
FFVP Acton Elementary Scho	ol (3)	0	Appr	proved	4/20/2023	● +
October Survey		0	App ^r	proved	11/16/2022	• +
Annual Financial Report		0	Pending	g Approval		
Verification Summary			Com	mplete	11/9/2022	
Verification Results			Com	mplete	11/18/2022	9





Additional recourses are available on our website

- Financial Reporting Monthly, Yearly
- Directions for AFR Worksheet

Financial Webinar - Child Nutrition Budget

Financial Resources and Guidance

- Financial Management: A Course for School Nutrition Directors (link to ICN)
- Indirect Costs Guidance for State Agencies & School Food Authorities (FNS)
- Inventory Turnover Rate Calculation
- MEFS Revenue Codes

Financial Reporting

- Financial Reporting Monthly, Yearly
- Financial Reporting Webinar
- · Financial Reporting Webinar
- Directions for AFR Worksheet

Annual Financial Reporting

- · Annual Financial Report Webinar
- Annual Financial Report





Questions







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