

EXPENSES					
BUDGET CATEGORY	Total Expense (ONE MONTH)	X	Percentage of Expense Devoted to Food Service	=	FOOD SERVICE BUDGET (One Month)
<i>To calculate the monthly food service budget, multiply total expense by percentage of time devoted to food service. Example: The director is paid \$2,000 per month. She spends 15% of her time on CACFP / food service paperwork, food purchasing, etc. Multiply \$2,000 X 15% (.15) to get the food service budget amount of \$300.</i>					
ADMINISTRATIVE LABOR					
Owner Salary and Fringe		X		=	
Director Salary and Fringe		X		=	
Other Administrative Position(s) (specify):		X		=	
		X		=	
		X		=	
TOTAL ADMINISTRATIVE EXPENSE					\$
FOOD SERVICE LABOR					
Cook Salary and Fringe		X		=	
Other Food Service Position(s) (specify):		X		=	
		X		=	
		X		=	
		X		=	
FOOD SERVICE CONTRACTOR		X	100%	=	
FOOD		X	100%	=	
FOOD SERVICE RELATED SUPPLIES (Ex: dishes, cleaning supplies, small equipment)		X		=	
UTILITIES		X	(15% max.)	=	
OTHER (specify): May Require Approval					
		X		=	
		X		=	
		X		=	
		X		=	
TOTAL FOOD SERVICE EXPENSES					\$
TOTAL MONTHLY FOOD SERVICE BUDGET (FOOD + ADMIN.)					\$
PERCENT OF TOTAL BUDGET FOR ADMIN. COSTS (ADMIN. TOTAL ÷ TOTAL MONTHLY BUDGET)					%
Number of enrolled participants on which this budget is based: _____					