

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL		12/90	6/12	6	6.1
CHAPTER Chapter 6. Financial Management			SUBJECT Financial Management Standards			

The sponsoring organization must have a financial management system in place which, at a minimum, ensures the following:

1. Accounting records are supported by source documents.
2. Records show the source of all funds, including income, payments made, assets, and liabilities.
3. Accurate, current, and complete disclosure of the financial results of the Program; and effective control over, and accountability for all funds, property, and other Program assets to assure that they are safeguarded and used solely for authorized purposes.
4. Comparison of factual outlays with budgeted amounts.
5. A method to assure timely and appropriate resolution of audit findings and recommendations.

In addition, the financial management system must track and provide:

- Actual count of meal service by type (breakfast, lunch, supper, and supplement).
- Family size and income data on the provider's own children or foster resident children to establish eligibility of provider's children to participate in the CACFP.
- Records that segregate, accumulate, and adequately document CACFP costs including, but not limited to, salaries, fringe benefits, travel costs, office costs, expendable equipment, maintenance of nonexpendable equipment, contractual services, administrative costs, and distribution of payments to providers.
- Records that segregate, accumulate, and adequately document income to the CACFP.
- Records detailing procurement of goods and services which are CACFP funded and ensure that such procurements meet federal and state procurement standards.
- An accounting system that ensures that CACFP costs are not charged to another program, federal or nonfederal, and that other program costs are not charged to CACFP.
- Records indicating the number of children in attendance and the number of meals by type served to enrolled children.
- Records that segregate, accumulate, and adequately document cost allocations, indirect costs, accounting accruals and adjustments, that all such costs must be charged to the appropriate program,

and the basis for such entries must be equitable so that the CACFP is not paying for a disproportionate amount of such costs.

- Procedures and controls for the receipt and accountability of advance payments (if applicable).
- Adequate internal controls to maintain financial integrity of the Program.