

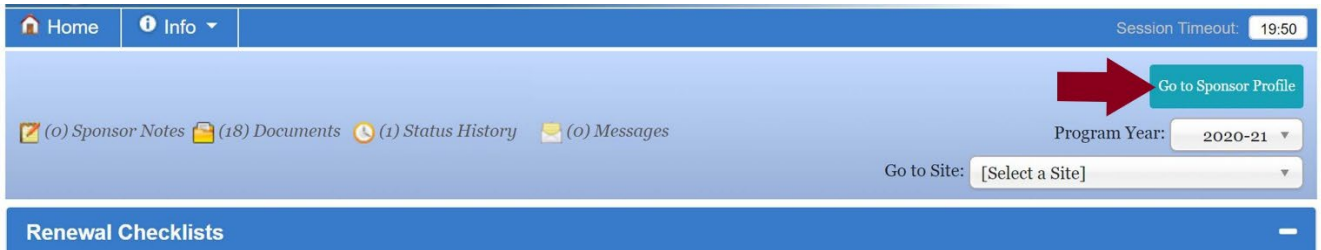
WINS Information Sheet

Submitting the Child Nutrition Financial Report

The Child Nutrition Financial Report (CNFR) is a report to account for all nonprofit school food service revenues and expenditures.


Details

1. To submit the CNFR, log into WINS and navigate to your WINS Sponsor Profile page.



The screenshot shows the top navigation bar of the WINS system. It includes a 'Home' button, an 'Info' dropdown menu, and a 'Session Timeout: 19:50' indicator. Below the navigation bar, there are several utility links: '(0) Sponsor Notes', '(18) Documents', '(1) Status History', and '(0) Messages'. A red arrow points to a 'Go to Sponsor Profile' button. To the right of this button, there is a 'Program Year:' dropdown menu set to '2020-21' and a 'Go to Site:' dropdown menu with '[Select a Site]'.

2. Click on the "CNFR" tab then click the "Renew Budget" button to open the CNFR for new Program Year.



The screenshot shows the 'CHILD NUTRITION SPONSOR'S FINANCIAL REPORT' page. At the top, there is a navigation bar with tabs for 'Sponsor Profile', 'Applications', 'Sites', 'Shared Calendar', 'CNFRs', 'Reviews', 'Claims', 'Accounts', and 'Contracts'. A red arrow points to the 'CNFRs' tab. Below the navigation bar, there is a 'Renew Budget' button. Below the button, there is a table with the following columns: 'View', 'Revise', 'History', 'Program Year', 'Revision Count', 'Status', and 'Total Amount'. The table contains two rows of data:

| View | Revise | History | Program Year | Revision Count | Status | Total Amount |
|------|--------|---------|--------------|----------------|-------------------------|--------------|
| | | | 2019-20 | 0 | Approved (1/22/2020) | \$420,580.71 |
| | | | 2018-19 | 0 | Approved (1/9/2019) | \$378,864.52 |




3. Enter revenues and expenditures for the reporting period. Example: If you are submitting your report for the 2019-20 School Year you would enter information from July 1, 2019 to June 30, 2020.
 - Calculate revenues for reimbursement by adding all reimbursements received during the reporting period.
 - Document reimbursements in the "Federal Subsidies" row.
 - Revenues must cover all expenditures. If revenue does not cover costs then an entry will need to be added under "General Fund Contributions" to offset those costs.
4. Once you finish entering numbers into the report, select the "Save and Submit to OSPI" button at the bottom of the screen.

| REVENUE | | |
|-----------------------------------|-------------------------------------|---------------------|
| Description | Amount for 2019-20 | Amount for 2018-19 |
| Interest and Dividends | <input type="text" value="0.00"/> | \$0.00 |
| Student Meal and a la Carte Sales | <input type="text" value="0.00"/> | \$0.00 |
| Adult Meal and a la Carte Sales | <input type="text" value="0.00"/> | \$0.00 |
| Special Events and Catering | <input type="text" value="0.00"/> | \$0.00 |
| State Subsidies | <input type="text" value="0.00"/> | \$21,744.00 |
| Federal Subsidies | <input type="text" value="25000"/> | \$22,400.71 |
| General Fund Contributions | <input type="text" value="175000"/> | \$177,866.00 |
| Other Food Service Income | <input type="text" value="0.00"/> | \$0.00 |
| | \$200,000.00 | \$222,010.71 |

| COSTS | | |
|---|-------------------------------------|---------------------|
| Description | Amount for 2019-20 | Amount for 2018-19 |
| Salaries | <input type="text" value="110000"/> | \$106,113.00 |
| Benefits | <input type="text" value="60000"/> | \$55,942.00 |
| Food Costs (include handling, storage and processing of commodities.) | <input type="text" value="25000"/> | \$22,806.00 |
| Supplies | <input type="text" value="0.00"/> | \$7,312.00 |
| Special Events and Catering Costs | <input type="text" value="0.00"/> | \$0.00 |
| Utilities | <input type="text" value="5000"/> | \$6,397.00 |
| Depreciation | <input type="text" value="0.00"/> | \$0.00 |
| Equipment Repairs and Maintenance | <input type="text" value="0.00"/> | \$0.00 |
| Contracted Services | <input type="text" value="0.00"/> | \$0.00 |
| Other Direct Costs | <input type="text" value="0.00"/> | \$0.00 |
| Indirect Costs | <input type="text" value="0.00"/> | \$0.00 |
| | \$200,000.00 | \$198,570.00 |

| INTERNAL USE ONLY | |
|--|--|
| Date CNFR closed to Sponsor: | <input type="text" value=""/> / / mm/dd/yyyy |
| Review Date: | <input type="text" value=""/> / / mm/dd/yyyy |
| Corrective Action Plan (CAP) for Excess Cash Approved: | <input type="text" value="v"/> |
| Override Edits: | <input type="text" value="v"/> |

You may view and add remarks here:  (0) Remarks

You may view and add (OSPI only) comments here:  (0) Comments

Have Questions? Please email [Hydie Kidd, Fiscal Supervisor](mailto:Hydie.Kidd@ospi.wa.gov).