

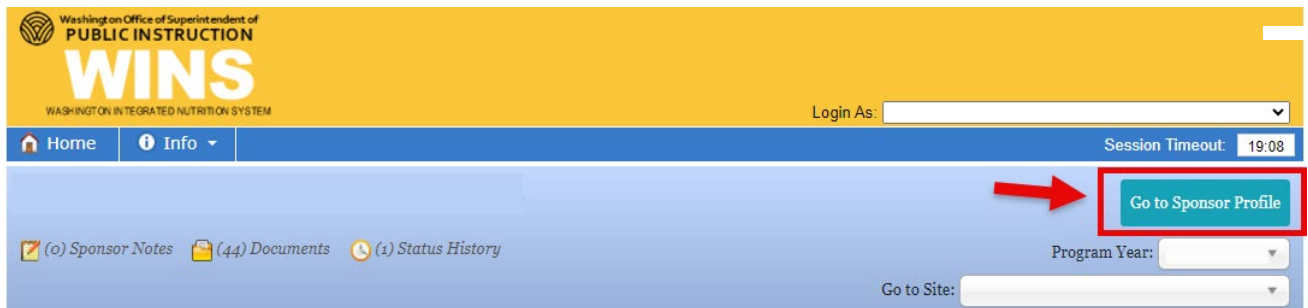
WINS Information Sheet

Submitting the Child Nutrition Financial Report

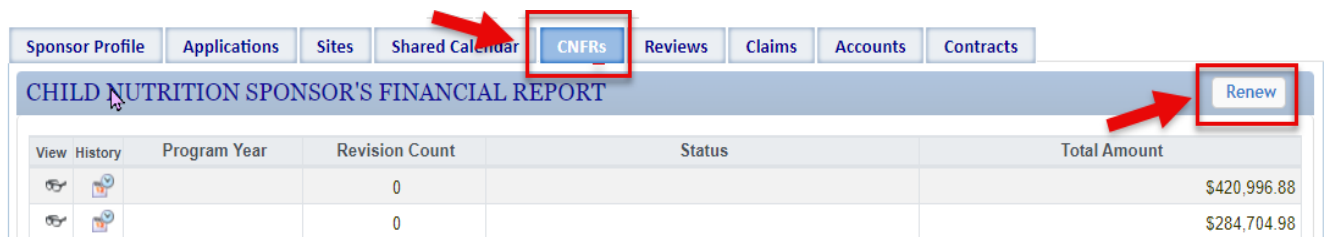
The Child Nutrition Financial Report (CNFR) is a report to account for all nonprofit school food service revenues and expenditures.





Details

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



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



View History	Program Year	Revision Count	Status	Total Amount
 		0		\$420,996.88
 		0		\$284,704.98



3. Enter revenues and expenditures for the reporting period. Example: If you are submitting your report for the 2024-25 School Year you would enter information from July 1, 2023, to June 30, 2024.
 - 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			
Interest and Dividends		0.00	\$0.00
Student Meal and a la Carte Sales		0.00	\$0.00
Adult Meal and a la Carte Sales		0.00	\$0.00
Special Events and Catering		0.00	\$0.00
State Subsidies		0.00	\$21,744.00
Federal Subsidies		25000	\$22,400.71
General Fund Contributions		175000	\$177,866.00
Other Food Service Income	<input type="text"/>	0.00	\$0.00
		\$200,000.00	\$222,010.71

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

INTERNAL USE ONLY			
Date CNFR closed to Sponsor:	<input type="text"/>	mm/dd/yyyy	
Review Date:	<input type="text"/>	mm/dd/yyyy	
Corrective Action Plan (CAP) for Excess Cash Approved:	<input type="text"/>		
Override Edits:	<input type="text"/>		
You may view and add remarks here: <input checked="" type="checkbox"/> (0) Remarks			
You may view and add (OSPI only) comments here: <input checked="" type="checkbox"/> (0) Comments			
		<input type="button" value="Save"/> <input style="border: 2px solid red;" type="button" value="Save and Submit to OSPI"/> <input type="button" value="Cancel"/>	

Have Questions? Please email cnsfiscalservices@k12.wa.us.