Request for Food Service Department Cash Handling Procedure:

To better comply with Federal Regulation §210.14 for Resource management (subpart 7f) Revenue from Nonprogram foods, School Food Authorities shall ensure that the revenue generated from the sale of nonprogram foods complies with the requirements, it is my request to allow for a “checks and balances” system at an operational level. This checks and balances system should include the following provisions:

1. Managers and Lead personnel shall be responsible for ordering food items on a weekly basis, and tracking inventory monthly. These reports will be handed in for review to Food Service Director.
2. Managers and Lead Personnel, who are responsible for ordering and inventory duties, shall not operate a point of sale system, except in the circumstance of staff absence.
3. Food Service Workers will operate point of sale system at meal service. Cash box will be counted before every meal to contain a till of $20.00. Cash boxes will be counted at the end of every meal, to account for items sold during meal. The final drawer count will be confirmed by a manager.
4. Food Service Director will confirm with each manager in the amount money deposited matches revenue for each meal period. In the event of discrepancies, Food Service Director will deposit counted money from both schools, documenting differences on “end of day” report. End of Day report and deposit slip will be filed together.

Food service Director will notify Finance Officer and Superintendent of multiple occurrences and recognition of trending data.