

Cafeteria Funds and Cash Receipts

The School Lunch Manager (the “Manager”) is responsible for the management, control and safekeeping of all cafeteria funds and cash receipts. To this end, the Manager shall ensure that the following procedures are followed:

- At the end of the school day, the cashier must count the money in the cash drawer. If there is more than one cashier, they will count each other’s cash drawer. Total denominations of money (e.g., pennies, nickels, dimes, etc.) and individual checks must be entered in the cash counter field on the computer. Cashiers must take particular care that the information is accurate.
- The money shall be brought to the Manager’s office, combined for a total cumulative day’s receipts and counted by the Manager. Coins must be rolled and single dollars must be counted and strapped into bundles of 50 or 100.
- Three copies of the cash counter report must be printed. Money amounts must equal the cash counter report. If not, the money must be recounted.
- The cashier must write all check numbers, the amount of each check and the deposit bag number on the deposit slip. The Manager shall review the deposit slip, making sure that the total deposit agrees with the day end report summary on the computer. If the total deposit does not agree with the end report summary, the day’s transactions must be reviewed to determine the discrepancy and find the difference.
- The front of the deposit bag must be completed with the following: Total coins; total dollars; total checks and the total deposit amount. The School’s name and the account number must also be written on the deposit bag.
- The two top copies of the deposit slip, the money and checks must be placed in the deposit bag, then the bag is sealed. The third copy of the deposit slip must be provided to the Food Service Department. If the bag is sealed and something was left out, that bag may not be re-used. A new deposit bag must be used and the bag number must be changed on the cash counter report and the deposit slip.
- The Manager or cashier must bring the deposit bag to the School’s main office and write the bag number and amount of the deposit in the logbook, then date and sign the logbook. The cafeteria personnel or an office staff member must then place the deposit bag in the safe.
- The Courier must sign the logbook when he or she takes the bag to the bank.
- In the event that the deposit bag is not taken to the bank at the end of the school day, the Building Principal or designee will be responsible for securing the deposit bag in the school safe overnight. The deposit bag will then be taken to the bank on the next business day by the Courier.