

Central Consolidated Schools

Cafeteria Receipts

All cafeteria and concession monies are secured in the site administrative office daily. The funds to be stored will be locked in a security bag to eliminate the need to recount the container upon transfer back to the POS (point of sale) managers.

1. When funds are to be deposited, the Cafeteria Manager will prepare a deposit slip and secure the money and two copies of the deposit slip into a pre-numbered tamper evident bag.
2. The Cafeteria Manager will deliver the pre-numbered tamper evident bag to the financial secretary.
3. The Financial secretary will remove the tab from the bag and prepare a receipt.
4. The removable tab and a copy of the receipt are given to the Cafeteria Manager.
5. The pre-numbered tamper evident bag is stored in the vault until the next deposit (within 24 hours unless all deposits to be made total less than \$300.00. If less than \$300.00, then the deposit can be made within 48 hours.)
6. The Cafeteria Manager forwards daily sales worksheets to the Food Services office for reconciliation with deposit records and posting of revenue into the general ledger.