

TO: PRINCIPALS, DIRECTORS, and NUTRITION SERVICES MANAGERS

FROM: Dennis Van Horn, Associate Superintendent for Business Affairs
Jill Pauley, Director of Accounting
Edith Zumwalt, Director of Nutrition Services

SUBJECT: PROCEDURES FOR HANDLING CAFETERIA MONEY

I. ARMORED CAR SERVICE

An armored car service will pick up ALL monies collected each day in secondary schools. The time of day for this collection will be early afternoon. If you have problems with the time of the pickup, contact your supervisor. There will be one pickup location in each building, main office. Armored car service for elementary schools will be limited to two days a week. Elementary schools north of "O" Street will have pickups on Tuesdays and Fridays, and those south of "O" Street will be on Wednesdays and Fridays. Elementary school schedules will vary slightly during weeks containing non-student days. For any questions on pickup days, contact Accounting at extension 1762. **ALL SCHOOLS ARE REQUIRED TO USE THE DISPOSABLE DEPOSIT BAGS FOR THEIR DEPOSITS.**

A. Nutrition Services Manager's Responsibility

The Nutrition Services manager will complete deposit slips as described below and enclose money in a sealed envelope, which will be delivered to the principal's office. The principal's office will sign the yellow copy of the deposit slip, which indicates only that they received a certain number of sealed envelopes – not the amount of money in those envelopes. The manager will file the yellow copies in date sequence and will maintain them until the beginning of the next school year at which time they may be destroyed. Upon signing of the deposit slips by the principal's office, the manager is no longer responsible for the holding of monies within the school. Alternatively, the cafeteria manager may seal the deposit in a disposable deposit bag. The armor car pickup person will initial off on the stub. The stub must be retained for a two-month period. The Nutrition Services manager will be responsible for keeping the stubs.

B. Principal's Responsibility

The principal's responsibility for the collection, reporting, safekeeping of deposit, and all funds collected in the school is described in BA Bulletin #7.

II. DEPOSIT SLIPS

Union Bank will continue to print deposit slips with the name of each school on the deposit slip. A new supply of Nutrition Services deposit slips will be furnished at the start of the new school year.

III. DEPOSIT OF FUNDS

Nutrition Services managers must take their deposits in sealed depository envelopes daily to the designated place as soon as possible after the lunch lines are closed. FOREIGN MONIES (SUCH AS CANADIAN DIMES OR QUARTERS) WILL NOT BE ACCEPTED BY THE BANK. The armored car service will pick up deposits each scheduled day between 2:00 p.m. and 3:45 p.m. (On the depository envelope, fill in date, amount of deposit, and name of school, followed by "LUNCHROOM" – Example: "**BELMONT LUNCHROOM**" and sign.) If you need to use multiple envelopes for one deposit, be sure to number the envelopes (i.e., "1 of 2," "2 of 2").

Managers must prepare deposit slips (one set of four as furnished) and retain the fourth (yellow) copy. The original and two copies must be **PLACED IN** the depository envelope (three copies of deposit slip with deposit, fourth copy to be retained at school). Make sure you retain a legible copy.

IMPORTANT NOTE: Schools on the Point of Sale (POS) system, who have Excite and preschool counts to include on their deposit slips, should refer to the WebSMARTT Manual for the correct procedure.

ALL SCHOOLS

The information required on the Nutrition Services deposit slip form includes the count, total sales in cash, deposit of money, and signature. Fill out the form as it applies to your school. Be sure that:

1. **TOTAL SALES** amounts and **TOTAL DEPOSIT** amounts are the same.
2. Cash Sales Breakfast count x cost per each = Breakfast Cash Sales money.
3. Cash Sales Lunch count x cost per each = Lunch Cash Sales money. **All POS schools must check this and correct the WebSMARTT deposit report if it is wrong.**
4. Make sure the date is accurate.
5. Be sure to fill out the number of Adult Meals, Cook Meals, and Labor Hours everyday.
6. If your counts are abnormally high or low, please **write a brief explanation in the upper two thirds of the left margin.**

IV. ERRORS ON DEPOSIT SLIPS

When an error is made on a deposit slip, the bank will validate the total amount shown and then make a second entry to our account to adjust for the difference. The bank will return documentation of those adjustments to the Accounting Office. These adjustments will be routed by Accounting to the Nutrition Services office. They will contact the Nutrition Services manager.

V. CHANGE MONEY

When CHANGE MONEY is returned at the close of the school year, make a separate **deposit slip** marking it "CHANGE MONEY." Send it to the bank with your final deposit. **DO NOT SEND MONEY TO THE ACCOUNTING DEPARTMENT.**

VI. CHANGE REQUEST

Each Nutrition Services manager should include request for change on a separate form furnished by Union Bank (example →) and clip to the form the correct amount of money to be changed. Place in a separate depository envelope marked "Change Order" on the outside. No telephone calls are necessary. Place the change request envelope in your disposable deposit bag with your deposit. Your change will be returned by Union Bank in a cloth-crimped bag. Let Accounting know if you experience any problems with change orders as soon as possible. Return the cloth bag with the next day's deposit.

Thank you for your cooperation in these matters.

CURRENCY and SILVER ORDER
- From -
BUSINESS NAME

Date _____

UNION BANK
A TRUST COMPANY
P.O. Box 6233, Lincoln, Nebraska 68506

Description	AMOUNT
Hundreds	
Fifty	
Twenty	
Ten	
Five	
Two	
One	
Half	
Quarter	
Dime	
Nickel	
Cent	
Total	

Total _____

UNION BANK OF NEBRASKA, MEMBER FDIC

****COUNTS****

	Breakfast	Lunch
Tickets Honored		
Cash Sales		
Free Meals		
Reduced Meals		
Total		

Student Milk		
Adult Milk		

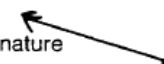
Optional 1		
Optional 2		

Adult Meals		
Cook Meals		

Labor Hours

****DEPOSIT****

	Dollars	Cents	
Prepaid Net			← POS Schools (negative prepaid net)
Breakfast Ticket Sales			← Cash Sales Breakfast Count X Cost
Breakfast Cash Sales			
Breakfast Ala Carte Sales			
Lunch Ticket Sales			
Lunch Cash Sales			← Cash Sales Lunch Count X Cost
Lunch Ala Carte Sales			
Student Milk Sales			← Student Milk Count X Cost (Not all schools)
Total Money Deposited			
Checks			
Currency			
Coins			
Total			← Numbers <u>must</u> Match

Manager Signature  **Must be Signed and Dated**

Date 