

FOOD AND NUTRITION PROCEDURES

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Reviewed	July 2009
Effective	October 1995
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Miami-Dade County Public Schools

Subject: SCHOOL FOOD SERVICE ACCOUNTING
PROCEDURES AND RECORDS

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ACCOUNTING

The School Board of Dade County is responsible for operating a centralized school food service program. The Food Service Accounting Unit, Department of Accounting, is responsible for district-wide accounting records, procedures and reports. The principal and food service manager at each school are responsible for maintaining accurate school level food service records in accordance with Board Rules and this procedures manual.

The School Food Service Accounting Unit and the food service administrators will provide direction and supervision of record keeping and reports.

Individual schools will submit reports to the central administration in accordance with procedure requirements on the forms provided.

All cash receipts from the various school food service programs are recorded by Accounting and must be deposited by the schools to the central food service bank account.

Pertinent statistical reports generated by ITS should be retained on file at the school following retention guidelines established by Records and Forms Management.