

FOOD AND NUTRITION PROCEDURES

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Reviewed	July 2009
Effective	July 2008
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Miami-Dade County Public Schools

Subject: CASH COUNTING PROCEDURES

For Action By: FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS, HELP DESK
DEPARTMENT OF FOOD AND NUTRITION

GENERAL PROCEDURES

Each cashier counts the money in the register drawer and gives it to the designee for verification (counting the money again). The Day End Deposit Report [FM-3286](#), S&D #878-6259 is completed and signed by the cashier and the designee and given to the food service manager.

Two employees (not the food service manager) are to be designated to verify each cashier's deposit, count the combined monies and verify the grand total being deposited. One designee will complete the deposit slip and the second one will then review it to verify that the amount of currency, coins, and checks have been entered correctly; then both must initial it. At this time the food service manager is to review and initial the deposit slip. See [Procedure E-12](#) for instructions on preparing the deposit slip and bag.

When the food service manager supervises an operation where less than 300 meals are served for lunch, or in situations where personnel is limited, the manager may be the second person verifying the money count. The signature of the food service manager would then verify accuracy for both money count and deposit slip.

Remember, **NO** manager is to perform cashiering duties on a regular basis. An additional employee should be trained to be a back-up cashier. This will allow the manager to be available to perform their required duties regarding assistance and supervision during meal service.

The food service manager enters the amount of each cashier's deposit, the deposit slip number, and his/her initials in the "Edited By" section in the Money Collection screen during the Day End Procedure function. Before finalizing this procedure, the manager should compare the deposit slip total with the computer deposit total. If the amounts do not match, a correction can be made before finalizing the Day End Procedure. If there are any other errors which cannot be corrected, the manager will abort the procedure and immediately run and print the event Log Report before entering any corrections. After the corrections have been made and the Day End Procedure is complete, the manager must run and print another Event Log for all events occurring after the Day End Procedure was aborted (i.e. if corrections were made at 2:30 p.m., the Event Log would be for all events after 14:20).

Prepare a CRCR and state the reason for aborting the Day End Procedure. Attach the CRCR and Event Log printouts to the Day End Report and mail them to Food Service Accounting (9999-Room 652).

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CASH COUNTING PROCEDURES (continued)

PROCEDURES FOR MONEY COUNTING MACHINES

1. The cash register change (bank) must be counted and separated in each cash register drawer. (Each cashier may do this prior to turning in the drawer for counting).
2. In the money counting room, there should be two (2) employees other than the food service manager that will do the money counting.
3. If the cash register change (bank) has already been counted in the cash register drawer, then the two employees will proceed to count the collection for the day in each drawer using the money counting machine. If the cash register change (bank) has not been counted, then they will do this first.
4. The money counting machine should be programmed with the correct date. The printout from each line will be the official document indicating the count and denominations of each drawer. The cashier (to indicate it is his/her drawer, must initial the printout) and the employee counting the money on the money counting machine must initial the printout of each drawer as well. No longer will each cashier complete the Cash for Deposit Report. Each printout from the money counting machine will take its place. The final printout from the money counting machine combining the grand total deposit for the cafeteria for that day must be initialed by the two employees doing the money counting. All money counting machine printouts must be given to the food service manager to enter in the computer as part of Day End. Each day the printouts must be kept with the other records and filed.

After all the monies have been counted and combined, a bank deposit slip is to be completed and initialed by the head cashier and the designee who verified the amounts. The manager will initial the deposit slip after verifying that:

- A) The form is completed properly and accurately.
- B) Two (2) employees have verified the deposit and initialed the deposit slip.
- C) The total bills, change amount, check amount, and the deposit total, equals the combined total of the Cash for Deposit reports for all lines.
- D) The pre-printed number on the deposit bag must be written on the deposit slip. If there is more than one deposit bag, write the numbers of all deposit bags on the deposit slip.

The monies for deposit are to be placed into the designated food service deposit bag(s), with the appropriate information written on the outside, and sealed before taking to the school's main office for pick-up by the armored car service. (Refer to Food and Nutrition Manual, [E-12, page 6](#), for the deposit procedures).