

# FOOD AND NUTRITION PROCEDURES

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Reviewed	July 2009
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## Miami-Dade County Public Schools

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Subject: DOCUMENTS SUBMITTED TO FOOD SERVICE ACCOUNTING

For Action By: FOOD SERVICE MANAGERS

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

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The End-of-Day Report, which includes the following, is **no longer** submitted to Food Service Accounting. In addition, schools have been converted to saving the End of Day Report to a pdf file. However, the End of Day Report consists of the following:

- A. Deposit Slip Report
- B. Financial Report - Balance
- C. Financial Report - Meal Count
- D. Itemization By Line Report
- E. Money Reconciliation Report
- F. Check Report
- G. Adjustment Report
- H. Financial Report - Revenue
- I. Financial Report - Registers
- J. Financial Report - Cash and Checks Receipts
- K. Event Log - Special Events

**For any corrected data, the errors and corrected portions of the Event Log must also be a part of the day's records. Also an electronic CRCR must be entered. The CRCR will be filed electronically.**

Schools with Special Programs, i.e. Head Start, YMCA, etc. must submit two copies of the Weekly Special Program entered in the PC for each Special Program served. The Food Service Manager must sign the report on the bottom.