

FOOD AND NUTRITION PROCEDURES

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| Effective | July 2007 |
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Miami-Dade County Public Schools

Subject: PREPARING BANK DEPOSITS

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS, AND CASHIERS

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

POLICY

After the daily cash receipts have been counted (see School Food Service Procedure E-5), the deposit slip is completed. The money and two (2) copies of the deposit slip are placed in the regulation deposit bag. The bag is then sealed, and taken to the front office for pick-up.

The bank deposit slip number and amount of deposit are entered in the computerized cash register system. This is the responsibility of the Food Service Manager and should not be delegated.

RESPONSIBILITY

The principal is responsible for the security of all monies in a school. It is the food service manager's responsibility to see that the principal is informed of the person(s) delegated to deliver the deposit bag to the front office. To ensure the safety of the employees bringing the deposit to the front office, the Food Service Manager may arrange with the Principal for School Security to accompany the designated employee.

COIN, CURRENCY AND CHECK DEPOSITS

There will be a charge to the individual school food service program for improper packaging of currency, coins and checks.

- A. Coins should be counted by denomination and the total amount listed on the deposit slip in the coin section. Large amounts of coins should be placed in a paper or plastic bag before inserting in the deposit bag.

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PREPARING BANK DEPOSITS (continued)

- B. Currency should be handled as follows:
1. Bills should be flattened and smoothed out, then stacked in the same direction, by denomination.
 2. Currency should be strapped together placing 100 bills of the same denomination in designated money straps. Less than 100 bills should not be strapped together.
 3. The straps should indicate the name of the school, the date and the amount.
 4. All of the sets of strapped bills together with the un-strapped currency should be stacked together with the highest denomination on top. A rubber band should be put around each end of the stack to form a "brick-shaped" package.
 5. The total amount of currency must be listed on the deposit slip in the currency section.
- C. The procedure for listing checks on the deposit slips is described in F&N E-11.

HANDLING SUSPECTED COUNTERFEIT MONEY

Any suspected counterfeit monies should be submitted to the bank for final determination.

- A. Prepare deposit and deposit reports including the suspected counterfeit money.
- B. On a separate sheet of paper, write a note to the bank indicating the suspicion of counterfeit money. Attach note to daily deposit slip.
- C. The bank will verify the validity of the currency and notify the proper authorities.

THEFT

If a theft of cafeteria funds has occurred, the incident must be reported and a copy of the "Plant Security Report" must be obtain. It must be signed by the school principal. A copy of the report must be forwarded to:

FOOD SERVICE ACCOUNTING
#9999 – Room 652
or
FAX TO: (305) 995-2090

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PREPARING BANK DEPOSITS (continued)

DEPOSIT SLIPS

- A. Use only deposit slips, which are furnished by the bank and imprinted with the correct account title and number. When receiving new deposit slips, ensure you check for accuracy.
- B. Prepare one (1) deposit slip for each money bag being used.
- C. The preprinted number of the deposit bag should be written on the deposit slip. This will serve as a cross check for the bank to confirm the original bag corresponds to the deposit slip in the event of a discrepancy.
- D. Prepare deposit slip in triplicate and distribute as follows:
 - 1. Original and one (1) copy are sent to the bank inside the deposit moneybag, with the money.
 - 2. Remaining copy retained by Food Service Manager for file.
- E. Deposit slips should be completed in ink. White-out and staples are not acceptable. If a correction is necessary, write VOID on it and use a new deposit slip.
- F. Retain all three (3) copies of VOIDED deposit slips with daily records.
- G. Deposit slips should be reordered through Food Service Accounting when you start to use the last book or less than forty (40) slips remaining. The school site should contact Food Service Accounting if they have any concerns with receiving deposit slips.

MANAGER'S VERIFICATION

Upon completion of the deposit, the Food Service Manager must review and initial the deposit slip to confirm that:

- 1. It is completed properly.
- 2. The two employees who counted the monies have initialed it.
- 3. The addition is correct.
- 4. The number of checks written in the space provided.
- 5. The total dollar amount of checks is written in the space provided and agrees with the amount on the Day End Check Report.
- 6. The total deposit amount is written in both spaces as indicated on the deposit slip.
- 7. The total amount of the deposit agrees with the Day End Deposit Slip Report.
- 8. The pre-printed number of the deposit bag is written on the deposit slip. If more than one deposit bag is used all of the numbers must be written on the deposit slip.

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PREPARING BANK DEPOSITS (continued)

PREPARATION OF DEPOSIT BAGS

- A. Enter the school name, location number, date and amount of deposit on the bag. The cashier or Food Service Manager should then sign the bag. With a black marker, in large letters, write "Food Service" on the outside of the bag.
- B. Place the coins, currency, checks and deposit slip in a deposit bag and seal the bag.
- C. The armored car service cannot accept a deposit that has been improperly prepared. If there are a lot of coins in the deposit, it is best to place them in a paper bag prior to putting it in the moneybag to help prevent spillage later.
- D. The tear-off strip on the moneybag, bearing the bag number, should be filed with the Food Service Manager's copy of the deposit slip and manifest.
- E. Moneybags used for daily deposit are to be ordered on-line using Screen 3 of the Food Ordering System, Non-Production Items, item #9677.

MULTIPLE DEPOSITS

When multiple deposits are being made (i.e. petty cash and register change at the close of the regular school year and summer school, re-deposits on NSF checks), a separate deposit slip and bag must be used for each deposit. These monies will be in individual bags along with their appropriate deposit slips. Schools with large deposits may also require multiple money bags. These would also have a separate deposit slip for each bag that matches the amount of money in the bag. The manifest will then be completed to show one total with the number of bags designated on the Armored Car Log.

BANK SUPPLIES

Contact the Department of Food and Nutrition for assistance in receiving supplies such as stamps, deposit bags and armored car receipt books.

DEPOSIT LOG

A log must be kept for each deposit delivered to the school's front office. This log may simply be a dated signature indicating number of bags received. [Attachment A](#) is a sample of the type of log necessary. Copies of the sample may be made, or this information may be kept in a notebook set aside for this purpose.

ARMORED CAR SERVICE

Refer to ([Attachment B](#)).