

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 REGISTER CHANGE FUND

For Action By: FOOD SERVICE MANAGERS, CASHIERS

Refer Questions to: FOOD SERVICE ACCOUNTING

ORGANIZATION

- A. Each school is provided with a cash register change fund adequate for daily operation.
- B. This fund is originated by a check issued to the food service manager at the beginning of each school year. The stub of this check shows how much of the total is designated as Register Change and should be filed in the Register Change/Petty Cash file. At the end of each school year, the same amount must be deposited on a separate deposit slip.
- C. After cashing the Register Change and Petty Cash check separate the two funds and store them individually.
- D. The Petty Cash and Cash Register Change form, and the Cash Register Change form are provided to document funds provided to satellite assistants and cashiers at the beginning of the term and when personnel changes. These forms are for school use only and should be filed in the Register Change/Petty Cash file. It is not necessary to send them to Food Service Accounting.

SAFEGUARDING THE CHANGE FUND

- A. REGISTER CHANGE IS NOT TO BE USED AS PETTY CASH. Do not mix register change with petty cash funds, personal funds or use it for loans.
- B. The Petty Cash and Cash Register Change form ([Attachment A](#)) is to be used to document the funds provided to Satellite Assistants at the beginning of the term, when personnel changes, and at the end of the term when the funds are returned to the manager for deposit.
- C. The Cash Register Change form ([Attachment B](#)) is to be used to document the funds provided to cashiers at the beginning of the term, when personnel changes, and at the end of the term when the funds are returned to the manager for deposit.
- D. Do not leave the register change in the cash register overnight. It must be secured in a safe place. The principal and the food service manager are to determine the necessary safeguard measures to be used.
- E. Food Service Accounting will not re-issue a new request of register change if there are any outstanding or unaccountable funds from a previous issue.

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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

CASH REGISTER CHANGE FUND CLOSEOUT

- A. The entire amount of Cash Register change must be deposited at the close of the school year. The manager should refer to the check stub in the Register Change/Petty Cash file to determine the amount of register change issued at the beginning of the school year. Use the same deposit slip for both the Cash Register Change and the Petty Cash. On the deposit slip, write clearly "Cash Register Change Fund" and how much is being deposited. Then write "Petty Cash" and how much is being deposited. Write the grand total in the boxes at the bottom and side of the deposit slip. Keep a copy in school files.
- B. Place the deposit in a separate money bag and list the bag on the armored car manifest.
- C. Complete the Petty Cash and Cash Register Change Fund Deposit Summary form provided by Food Service Accounting at the end of the school year. Attach a copy of the register change/petty cash deposit slip and mail to Food Service Accounting, location #9999, room #652.