



Weston Public Schools
Food Service – Cash Drawer Verification

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Cash Drawer Verification	Revised Date:	May, 2012
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Policy:

The purpose of the Cash Drawer verification procedure is to provide instructions how to confirm balances in all cash registers prior to and at end of daily food service.

Completed By:	Cafeteria Manager or Designee	Reviewed By:	Bookkeeper
Approved By:	Food Service Director Assistant Superintendent for Finance and Operations	Entered By:	N/A
Form Title:	Cash Drawer Verification	Estimated Time Frame:	daily

Process for Completion:

The cash drawer verification process ensures funds are properly accounted for at the start and end of each day. In addition, the procedure ensures the proper handling and secure storage of cash drawers.

The cash drawers are either locked in the Manager’s safe (overnight) or in the cash register’s drawer (service times). All drawers must be locked at all times when a cashier is not actively using the drawer.

- At the start of each service, Cafeteria Manager (or designee) retrieves the cash and coin (register draw) from the safe or secure location.
- Draw balance is counted and confirmed to prior days ending balance.
- Occasional spot verification performed by Food Service Director.
- All transactions are recorded appropriately and accurately during the food service shift.
- At completion of the shift the balancing of the cash draw is performed by the Cafeteria Manager (or designee) and the draw balance is restored to the approved starting balance.

- \$136.50 High School
- \$72.20 Middle School
- \$10 Field School
- \$23.50 County
- \$32 Woodland

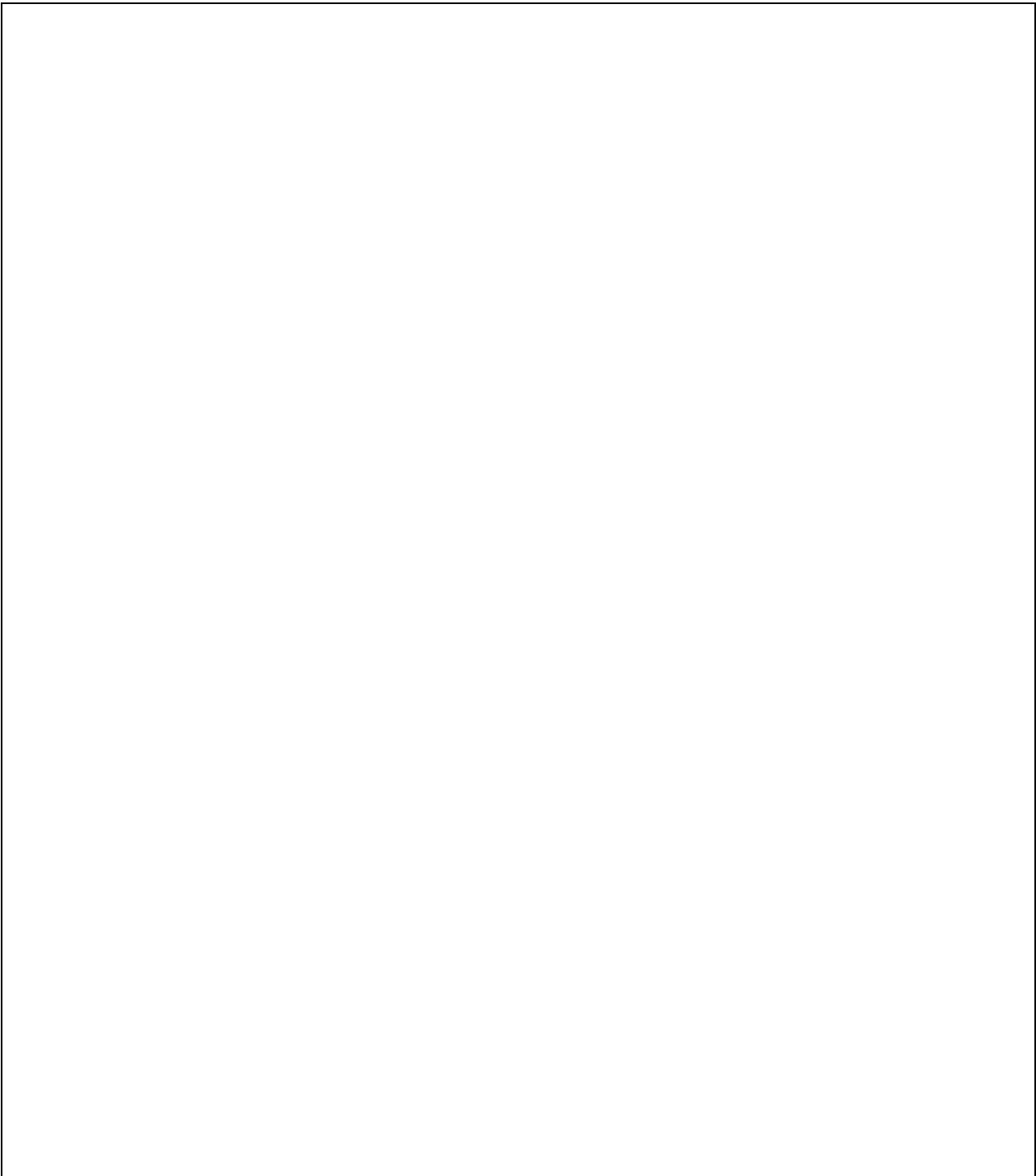
- Starting balances have been consistent for past few years and are reviewed on an as needed basis.

Each cash drawer should contain the following:

- Pennies (\$0.50)
- Nickels (\$2.00)
- Dimes (\$5.00)
- Quarters (\$20.00)
- Ones (\$49.00)
- Fives (\$50.00)
- Tens (\$10.00)

When the daily service is complete, and the cash drawer amounts verified, the cash drawer is returned to the Manager’s Office safe.

Daily deposits must include all checks received by the kitchen for the current day. Holding of cash and/or checks overnight is prohibited. See Daily Cash Deposit procedures for handling the daily cash deposit.



For additional information, please contact:

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External URL:	www.westonschools.org
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Weston School Committee Policy:	Revenue from Nontax Sources, DF; Depository of Funds, DG; Fiscal Accounting and Reporting, DI; Food Service Management, EF
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High School Daily Income

Date

In the Box, please enter the following: =NOW() This is the = sign, the letters N O W, open parentheses (and a closed parentheses)

Register	Terminal 	Terminal 	Terminal 	Terminal 	Terminal 	Terminal
Till Coin & Bills						
Till Checks						
Total Till	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Register Coin & Bills						
Register Checks						
Total Register	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Short/Over	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Register	Terminal 	Terminal 	Vending Breakout		Deposit Slip Amount Check
Till Coin & Bills			Aquafina/Gym		Coin & Bills \$ -
Till Checks			Aquafina/Café		Checks \$ -
Total Till	\$ -	\$ -	Vitamin Water		Sub-Total \$ -
Register Coin & Bills			Total	\$ -	Unibank
Register Checks			Notes for Vending and Other:		Total \$ -
Total Register	\$ -	\$ -			Bank Bag Number
Short/Over	\$ -	\$ -			

Summary	Coin		Bills		Total: Register	Variance
Coin & Bills	Pennies 0.01	 \$ -	Ones 1	 \$ -	\$ -	\$ -
	Nickels 0.05	 \$ -	Fives 5	 \$ -		
	Dimes 0.10	 \$ -	Tens 10	 \$ -	Total: Totals	
	Quarters 0.25	 \$ -	Twenties 20	 \$ -	\$ -	
	Half Dollars 0.50	 \$ -	Fifties 50	 \$ -		
	Dollar 1.00	 \$ -	Hundreds 100	 \$ -		
	Total	\$ -	Total	\$ -		

Summary	Checks	Number of Checks		Total Amount of Checks:	
		Total Number on Closing Receipts		Total Amount of Register Checks:	\$ -
		Total Number Listed on Deposit Slip		Total Amount of Checks on Deposit:	
		Variance	0	Variance	\$ -
		Notes:	<hr/>		

Questions for Managers	Did you encounter any errors in closing registers?	 	What was your starting total cash balance?	
	Did you note the Family Name and PIN on each check listed on the Closing Register or copy?	 	What is your total Petty Cash?	
			What is the total Shortage/Overage?	\$ -

I attest that the above information is accurate: _____

6/3/2012 12:50 PM

I attest that I have verified the above information: _____