



**Department of
Education**

Joel I. Klein, *Chancellor*


ERIC GOLDSTEIN
Chief Executive Officer
Nutrition and Transportation

44-36 Vernon Boulevard
Long Island City, NY 11101

Telephone: 718 . 707 . 4300
Fax: 718 . 472 . 0615
E-mail: EGoldstein@schools.nyc.gov

OFFICE OF SCHOOL SUPPORT SERVICES MEMORANDUM FS1-2011

TO: **ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGERS
ASSOCIATE SCHOOL FOOD SERVICE MANAGERS
SCHOOL FOOD SERVICE MANAGERS**

FROM: Lawrence H. Weintraub 

SUBJECT: Cafeteria Change Fund Accounting

DATE: September 7, 2010

CASH ADVANCE

Prior to opening day for each cafeteria utilizing a cash register for point-of-service cash collections, managers will be given an advance in order to establish the "Cafeteria Change Fund".

FIRST WEEK REPORTING

For the first week, one Cash Receipts Worksheet will be prepared in order to account for the receipt of the advance, the cafeteria sales and the establishment of the school year "Cafeteria Change Fund". The receipt of the advance is to be shown as an entry on the "Plus" adjustment line. Schools with POS follow [link to illustration](#) of School Link page.

The cafeteria sales by category by day will be listed. The establishment of the "Cafeteria Change Fund" is to be shown as an entry on the "Minus" adjustment line. The total on the Cash Receipts Worksheet will equal your bank deposit for the first week.

Prepare one check payable to the *New York City Department of Education* for the total amount indicated on the Cash Receipts Worksheet. **Two checks are not prepared.**

ACCOUNTING FOR THE CHANGE FUND

The change fund may be maintained only during the school year. On the last Cash Receipts Worksheet submitted in June, the fund must be deposited and returned. A plus adjustment for the amount of the fund will be added to that week's receipts and remitted in a single check. POS schools follow [link to illustration](#) of School Link page. **Two checks are not prepared.**

If you need any assistance or have any questions regarding this memorandum please contact:

Mr. Mohamed Khan
718-707-4395
MKhan2@schools.nyc.gov