



**Department of
Education**

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OFFICE OF SCHOOL SUPPORT SERVICES MEMORANDUM FS2-2011

TO: **PRINCIPALS OF ALL DAY SCHOOLS
PRINCIPALS OF NON-PUBLIC SCHOOLS
ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGERS
ASSOCIATE SCHOOL FOOD SERVICE MANAGERS
SCHOOL FOOD SERVICE MANAGERS**

FROM: Lawrence H. Weintraub *LH Weintraub*

SUBJECT: Instructions for Weekly Reporting of Cafeteria Cash Receipts – Cash Receipts Worksheet

DATE: September 7, 2010

National School Lunch Program Regulations (Section 7 CFR Part 210.15) and sound financial practice require participating school districts to report and maintain records of all program revenues. Therefore, all schools are requested to continue assisting the Office of SchoolFood in complying with this requirement by reporting and submitting weekly money collected.

Each Friday, all schools should prepare a check and a "[Cash Receipts Worksheet](#)" to serve as a detailed record of money collected from the school food service program.

All money collected for the cafeteria-based school food service program must be remitted to Office of SchoolFood. Expenditures are **not** permitted directly from cash collections. Please note that payments for Special Events catering are not to be included on the [Cash Receipts Worksheet](#).

REMITTANCE OF FEES AND SUBMITTAL OF CASH RECEIPTS WORKSHEET

- A [Cash Receipts Worksheet](#) must be prepared for every week during the school year for all students grades Pre-K through 12 and be signed by the principal.
- Money collected must be entered on the form on the date collected and in the appropriate category. (i.e. Student Full and Reduced Price Lunch, Student a la carte, Adult Cash Receipts, etc.).
- If no money is collected during a given week, a [Cash Receipts Worksheet](#) indicating zero dollars (\$0.00) collected and signed by the principal must be submitted.

- If the check is prepared weekly, which is the preferred period, the check and the Total Weekly Cash Receipts **must agree**, and **the check and the Cash Receipts Worksheet must be submitted together**. Please note that for schools with POS, the Cash Receipts Worksheet from the POS system must be utilized. Should there have been down-time affecting POS or if for any other reason, the POS number is not accurate, adjustments into POS **must** be made so that an accurate Cash Receipts Worksheet can be printed from the system. Do not submit manually prepared Worksheets if you are a POS school.
- If the check is prepared less frequently than weekly, due to alternate week or monthly courier pick up, the check must be accompanied by the Cash Receipts Worksheet, for the weeks to which it pertains, and the sum of the Cash Receipts Worksheet must equal the amount of the check(s).
- The memo space on the left-hand side of the check should indicate the individual week ending dates that the check covers especially if the check pertains to more than one week.
- A weekly transmittal sheet for the district must be prepared at the SchoolFood Field Office and submitted with the Cash Receipts Worksheets and checks. This serves as a device for the Field Office to make certain Cash Receipts Worksheets and checks, as appropriate, are submitted for every school for each week.

Non-public schools that are in session for weeks during which public schools are closed must submit Cash Receipts Worksheets and checks for those weeks.

LINES 1-2 – STUDENT BREAKFAST RECEIPTS

Leave these boxes blank. **Breakfasts are served at no charge.**

LINES 3-4 - STUDENT LUNCH RECEIPTS

All money collected in the school, whether in the office, on the line, or in a kiosk, should be entered on the proper line on the date collected. For example, on Monday thirty (30) students pay for a week's reduced price lunch. Each student will pay for five meals at \$0.25 each, or \$1.25. The thirty-(30) students will pay a combined total of \$37.50. The entry for that day will be shown on Line 3 (Reduced Price Student Lunch) as \$37.50. - Not as \$7.50 per day for each day of the week.

LINES 5-6 – STUDENT SNACK RECEIPTS

All money collected should be entered on the proper line on the date collected.

LINE 7 - STUDENT A LA CARTE

Enter all money collected daily from students for a la carte purchases.

LINE 8 - ADULT CASH RECEIPTS

Enter all money collected daily from adults (including the applicable sales taxes). Our computer program will compute and extract the sales taxes collected for New York State and New York City.

LINES 9 & 10 - ADJUSTMENTS

Enter the plus and/or minus adjustment(s) on the proper line(s). A subtraction adjustment could, for example, represent funds collected during the first week of school but retained for use as a cash register change fund. The corresponding addition adjustment would then be shown on the form for the last week of the school year when the fund is no longer needed.

Note: All ADJUSTMENTS must be explained in DETAIL on the back of the Cash Receipts Worksheet.

Examples of adjustments are fees for money orders, differences in deposit amount reported by bank, and returned check fees.

LINE 12 - TOTAL DAILY CASH RECEIPTS

The sum of Lines 3 through 9 less the sum of Lines 10 and 11 equals the daily cash receipts submitted for deposit. The sum of the daily amounts shown on Line 12 equals the weekly cash deposit to be remitted to the Office of School Support Services Finance. Submit the completed [Cash Receipts Worksheet](#) to the SchoolFood Service Manager with a check for the Total Weekly Cash Deposit made payable to the **New York City Department of Education**.

The preparer and the principal must both sign the "[Cash Receipts Worksheet](#)". Only original ink signatures are acceptable.

SUBMISSION OF CASH RECEIPTS WORKSHEET

- School to attach check for the Total Weekly Cash Deposit made payable to the **New York City Department of Education** to the Cash Receipts Worksheet.
- School Food Service Manager to deliver completed Cash Receipts Worksheet and check to Field Office.
- Field Office to attach **delivery receipt slip** to envelope containing Cash Receipts Worksheet and check and use interoffice courier to send to:
 - Mr. Mohamed Khan
 - Finance – Budget and Accounting
 - Office of School Support Services
 - 44-36 Vernon Boulevard, Room 403
 - Long Island City, N.Y. 11101
- LIC Mailroom to sign for receipt of Cash Receipts Worksheet and check prior to delivering to Mr. Mohamed Khan. LIC Mailroom to send original receipt back to field office.

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

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