Weekly Reporting of Cafeteria Cash Receipts
SF2 Form Instructions

The National School Lunch Program Regulations (Section 7 CFR Part 210.15) 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.

1. LINE 1 – STUDENT LUNCH
Leave these boxes blank. Reduced Lunches are served at no charge.

2. LINE 2 - 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, thirty (30) students will pay a combined total of $52.50. The entry for that day will be shown as $52.50.

3. LINES 3-4 STUDENT SNACK RECEIPTS
All money collected should be entered on the proper line on the date collected.

4. LINE 5 STUDENT A LA CARTE
Enter all money collected daily from students for a la carte purchases.

5. LINE 6 ADULT CASH RECEIPTS
Enter all money collected daily for adult meals.

6. LINES 7-8 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.

7. LINE 9 - 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.