

# POLICY

**PATERSON  
BOARD OF EDUCATION**

FINANCES  
6640/Page 1 of 2  
Cafeteria Fund

6640 CAFETERIA FUND

The Board of Education directs that all moneys derived from the operation, maintenance, or sponsorship of the food service facilities of this district be deposited in the Cafeteria Account, a special checking account. The account shall be administered by the Business Administrator/Board Secretary in the same manner as are other moneys accrued by the district.

Cafeteria funds shall be expended in such manner as may be approved by the Board, but no amount shall be transferred from the Cafeteria Account to any other account or fund of this district, except as authorized by the Board.

The Business Administrator/Board Secretary is authorized to disburse funds from the Cafeteria Account only with the approval of the Board of Education.

All cash received by a school's cafeteria must be deposited directly into a bank as designated by the Director of Food Services in accordance with the district's policies on depositories and in accordance with the below timeline schedule. Each location shall prepare a deposit slip in accordance to the established departmental control (page 16 of the Department of Food Services Standard Operating Procedural Manual - Daily Deposits), for receipting and recording monies collected. Proper security shall be utilized while funds are in transit to a bank.

Cash receipts shall be deposited within 48 hours except for the following:

1. Cash contained in locked box in a safe that is maintained in the principal's office, and
2. Cash being contained in the locked box in the safe maintained in the principal's office shall not exceed \$200, and
3. Deposits are made at least weekly regardless of the amount



---

# POLICY

**PATERSON**  
**BOARD OF EDUCATION**

FINANCES  
6640/Page 2 of 2  
Cafeteria Fund

Deposit slips shall be prepared in advance of depositing funds and shall include the following information whenever applicable:

- a. Total Amount Deposited
- b. Date of Deposit
- c. Listing of Currency
- d. Listing of Coins
- e. Listing of Checks
- f. Name of school making the deposit
- g. Names and initials of the following individuals:
  1. Individuals who prepared the deposit
  2. Individual who verified the deposits

Cash received by school cafeterias shall not be used for petty cash expenditures or to cash personal checks. All cafeterias shall ensure that adequate controls established by the district are in place for receipting and recording deposits and revenue.

Checks (including traveler's checks and money orders) should be made payable to "PBOE - Department of Food Services", and should be endorsed immediately upon receipt.

The depositing school shall keep one copy of the deposit slip; the bank would maintain one copy of the deposit slip; one copy of the deposit slip shall be attached to the bank statement; and City Hall should receive the remaining copy. All deposits should be recorded during the month the cash is received and as a priority all deposits must be recorded during the same fiscal year they are received.

Cross reference: Policy Guide Nos. 6480, 8500

Adopted: 18 August 2010



---