

Policy

CAFETERIA FUND

The operation and supervision of the food services program shall be the responsibility of the school business administrator. The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the school business administrator and district auditor. Surplus accounts shall be used to reduce the cost of the service to the students or to purchase cafeteria equipment.

All moneys derived from the operation, maintenance or sponsorship of the food service facilities shall be deposited in the food service account, a special bank account, in the same manner as other moneys belonging to the school district. Such moneys shall be expended in such manner as may be approved and directed by the board, but no amount shall be transferred from the food services account to any other account or fund, except in the manner authorized by the board.

In order to comply with the legal requirement to audit annually any special funds of this district which constitute an activity carried on by this board, an officer or an employee of the board who is holding moneys for which the board is directly or indirectly responsible, or an organization of public school pupils conducted under the auspices of this board which is officially recognized and part of the school activity program and for which the board is at least indirectly responsible, the board requires that adequate financial and bookkeeping controls be established. Such regulations shall include the following:

- A. The cafeteria manager shall deliver cash deposits to the business administrator twice per week. all money shall be stored in a locked and secured cabinet or safe until deposit;
- B. Funds collected shall be deposited by the business administrator once per week. Records shall be maintained of the receipt and disbursement of all moneys;
- C. Disbursements shall be made by check only upon the approval of the school business administrator and chief school administrator;
- D. An invoice or voucher shall be obtained to verify payment in accordance with district policies and regulations;
- E. All funds should be of an exchange nature and large balances should not be permitted to accumulate.

Adopted: July 14, 2004
NJSBA Review/Update: June 2015
Readopted: August 12, 2015

Key Words

Cafeteria Account, Cafeteria Fund, Deposit

Legal References:	<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
	<u>N.J.S.A.</u> 18A:23-2	Scope of audit
	<u>N.J.S.A.</u> 18A:17-35	Records of receipts and payments
	<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
	<u>N.J.A.C.</u> 6A:23A-8.1 <u>et seq.</u>	Annual Budget Development, Review and Approval
	<u>N.J.A.C.</u> 6A:23A-16.1 <u>et seq.</u>	Prescribed system of double-entry bookkeeping and GAAP accounting

CAFETERIA FUND (continued)

Possible

<u>Cross References:</u>	*3100	Budget planning, preparation and adoption
	*3326	Payment for goods and services
	*3400	Accounts
	*3450	Money in school buildings
	*3451	Petty cash funds
	*3453	School activity funds
	*3570	District records and reports
	3571	Financial reports
	*3571.4	Audit

*Indicates policy is included in the Critical Policy Reference Manual.