

# STATE POLICIES

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Accountability

## Cash Management Procedures

- Written cash management procedures available at each site
- Meals recorded when they are served
- Money recorded when it is received
- Cashier counts their receipts
- Receipts verified by another person
- Receipts deposited daily

## Charge Policy

- Written charge policy approved by BOE
- Local decision
- Notify parents and students
- Communication is crucial

## Common Findings

- Cash receipts not counted and verified by two people
- Unacceptable receipting method used when money changes hands
- Cash receipts and participation records not maintained by separate people
- Written cash management policies not available and not used by employees
- Written charge policy not available and not followed

# Questions?

