

HOONAH CITY SCHOOL DISTRICT

SOP No. 14

COLLECTION AND MEAL ACCOUNTABILITY PROCEDURE

1. PURPOSE: To establish a standardized procedure for the collection of monies and for meal accountability for the National School Lunch Program.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: The Business Manager, Principals, and Food Service Coordinator.
4. PROCEDURE: The following procedures should be followed for collection and meal accountability:
 - a. The food service coordinator shall report on a monthly basis all meals served to students and adults in the school and shall collect all monies associated with adult lunches served
 - b. All meals will be accounted for through the PremeroEdge software system. All students and staff will receive bar-code information to use when participating in the school breakfast and/or lunch program.
 - c. Staff meals shall be prepaid and account for using a punch card system.
 - d. The Business Manager will ensure meal monies are deposited to the bank. Checks should be made payable to the Hoonah City School District.
 - e. A copy of the deposit slip and accompanying paperwork will be sent to the filed in the business office when deposits are made.