

HOONAH CITY SCHOOL DISTRICT

SOP No. 22

FOOD SERVICE AND FUEL INVENTORY PROCEDURES

1. PURPOSE: To establish uniform guidelines to ensure that an updated inventory record is an annual adjustment to the balance sheet for auditing purposes.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: It is the responsibility of the Business Manager and Maintenance Director to initiate and update the inventory records for the Hoonah City School District.
4. PROCEDURE:
 - a. Prior to the end of each school year, the Business Manager will communicate with the food service coordinator and maintenance director insure the year end food inventory and fuel inventory, respectively has been completed and the amount has been calculated. The business manager will receive a copy of those inventories. For the food service inventory, the listing will show a description of the food item, the amount remaining (i.e., #10 Can, 5#'s, 1 Ea.), unit cost and the extended cost. The items shall also be marked if they are USDA or other food items. Documentation of USDA values shall be included when submitted to the business office. The fuel inventory will show the fuel in gallons, location of fuel, and the most recent cost of fuel per gallon.
 - b. Once the inventories have been reviewed for an accurate calculation the business manager will prepare and post the annual adjustments to the balance sheet prior to the final audit.

June 2017