

Food Service

- Take out contents from the bag.
- Reconcile cash with cash count sheet and the detail report, and fill the other part of the cash count sheet.
- Run a tape of the money and attach it to the cash count sheet together with the detail report.
- Keep in Mind to:
 - Subtract “Outstanding” Amounts.
 - Add in “Carryover” Amounts.
- Total the money received from all bags from the campus and reconcile with the cash count sheets.
 - Riverside Tax 8.75%
 - Norco and Moreno Valley Tax 7.75%
- Run a tape total for all cash received for each business day. Staple to that batch.
- One **Food Service** receipt should be written for each campus by indicating the Fund number (32) and the various dates with the amounts received on that date, broken down into Income and Abate.

Fund 32

Work Date 2/27	Income	267.16
	Abate	1.69 *Sales Tax
Work Date 2/28	Income	2938.64
	Abate	2.47 *Sales Tax

- Separate KIOSK sales for Riverside. Deposit to: 32 D00 3200 0 0000 0779 8844
- Yellow copy of the receipt is attached to the yellow Cafeteria Deposit slip
- White Copy is for the Bookkeeper (Karen Wagner). Filed in office, provide to Karen at end of month
- Pink Copy is filed in the office.
- The Credit card receipts that come with the detailed report can be shredded.
- Write the receipt number on the tape that is run for the total money received. Record it on the sheet of paper and on the envelope assigned for Food Services after the money is put in the envelope.

Deposit Procedure

The deposit procedure is the same as above, but this time the **Cafeteria** deposit slip is used, but the distribution is the same.

White Copy- in deposit bag.

Yellow Copy- Accounts Receivable (Nancy Dizon)

Pink Copy- Filed in Office

Food Service Receipt Entries

This entry has 3 Spreadsheets.

Sheet 1

Food Service Sales Receipt Entry

- Entered by Location (Campus)
- Every receipt for food service goes on this spread sheet.
- Add Sales Tax from batch. Then subtract this amount from Cash Total. This will be your Income Amt.
- Enter the tax amount and the tax will populate.
- Enter the total sales amount. Do this under each college Café.
- If there are any invoices, enter them also according to the campuses.
- When you enter the income, the abatement will populate and then enter the total amount.
- This report goes to Karen after the last receipt is written for the month, (irrespective of whether all the sales of the month have been received or not) together with the Yellow Copies of the receipts.

Sheet 2

Food Service Sales Reconciliation Spreadsheet

- Enter the cash total for the day.
- Add up the Credit Card amount and enter it on the spread sheet.
- Karen will get this report when all the sales for the month have been received.

Sheet 3

Food Service Over's and Short's

- Based on the business date and cashier, enter the amount the cashier was over or short.
- Email the Café manager if found to be over or short of more than \$10 for the day.
- Managers of the Café get the report periodically emailed.