

Meal Counts:

1. Quantity sales entries are ONLY permitted during emergencies. Pricing schools must enter meals by student eligibility: Free, Reduced or Full Price. **DO NOT** enter all meals into one eligibility.
2. Meal counts and enrollment for California State Preschool Program (CSPP) pricing schools must be entered by eligibility: Free, Reduced or Full Price. **DO NOT** enter all meals into one eligibility.
3. When entering BIC adult meals in CMS, click on the dropdown box and change the "Free" category to "Adult". BIC adult meals should be entered as "Adult" meals. **DO NOT** use the student eligibility category for Adult meals. If entered incorrectly, student count will be overclaimed and BIC adult meals will be unclaimed. The District will not be able to repay cafeteria fund for unclaimed BIC adult meals.
4. Lunch and breakfast meals served must be entered on the same day of service.
5. Snacks and Supper meals served must be recorded no later than the next business day.
6. If there are no meals served on any day, check the appropriate *no meal served box* on the daily entry screen. Example: If there is no lunch served due to a Holiday or Unassigned Day, check the "No Lunch Served" box.
7. When the manager's terminal is down, record all meals and sales on the "Missing Meal and Enrollment Counts Worksheet". When the POS is not communicating, submit a Remedy Ticket immediately to the ITD Help Desk and notify your AFSS. Record the provided Remedy Ticket number on the "ITD Ticket Log Sheet" for reference. Recheck the POS communication regularly and continue to follow up until resolved.
8. If you receive an email from your AFSS, regarding a missing meals report, you must enter the information immediately into CMS. Failure to do so will result in the financial loss of the meals not claimed to the State for reimbursement.

Production and Inventory Report:

1. Pay attention to the units of measure (example: pcs or case) when entering quantities in the Production Records and Inventory Reports. Review data and immediately make any corrections. When entered incorrectly, the resulting values will be too high or too low and will impact the profit and loss statement.
 - 1A. When entering data in CMS where the stock number is shown as units per case equal to 1, or case cost is equal to broken cost, inventory of broken quantity should be entered as a decimal less than 1. Using the Inventory Worksheet, if the "Cases On Hand" is less than one case, enter the quantity of "Broken On Hand" as a decimal in your CMS Inventory.
 - a. 1/2 of a case would be 0.50
 - b. 3/4 of a case would be 0.75
 - c. 1/3 of a case would be 0.33
 - d. 1/4 of a case would be 0.25
 - 1B. When entering data in CMS where the stock number is shown as units per case greater than 1, or cost is not equal to broken cost, inventory of "Broken On Hand" quantity is normally entered as a whole number. Examples:
 - a. If stock has "Units/Case" of 4 gallons per case, the 3 gallons counted is entered as 3 broken
 - b. If stock has "Units/Case" of 15 cartons per case, the 40 cartons counted is entered as 2 cases and 10 broken
 - c. If stock has "Units/Case" of 4 bottles per case, the 6-1/2 bottles counted is entered as 1 case and 2.5 broken
2. The reimbursable meals, adult meals, employee meals, and the total meals served reported on the Production Record, must match the meals reported in the Meal Counts Report.

Receivers and Invoices for Direct Delivery from Driftwood and Gold Star:

1. Review the receiver report and the credit memo file to make sure that vendors are paid correctly.
2. If there is a discrepancy or damaged goods:
 - a. Write a comment on the Invoice. Example: Received 10 cases of milk instead of 12.
 - b. Request a credit memo from the Vendor for the items
 - c. Notify Vendor if quantity received is more than quantity ordered
 - d. Send the top copy of the Invoice to Café Fiscal Support
3. Promptly enter in CMS the correct amount of unit case(s) received.

Cash/Sales Transactions:

1. Avoid cash shortages. If a student has no cash for copay, you must select the "Charge" button. The amount of the copay will be charged to the student account.
2. Avoid cash shortages in CMS reports by correctly entering the bank deposit details for the day. In the CMS bank deposit daily entry screen, fill in the "Deposit Amount" correctly and be sure to **enter the complete bank deposit slip number** on the "Deposit Details" boxes for the primary or secondary slip number.
3. Avoid cash overages by immediately posting sales in CMS. Incorrect or unreported cash sales will result in a cash overage.
4. Check the "Till Report" daily, for any variance of cash collected. If cash collected on CMS Till Report does not match the deposit slip amount, you must enter an explanation in the bank deposit memo box. FSMs must explain why there is cash difference - shortage/overage. Do not use the term "Customer" in the explanation. Identify if sale is a "Student" or "Adult" for the proper reporting of sales and sales tax.
5. Deposit all cash collections. Never use collections to buy supplies or for any other purpose.
6. A Cash Variance Report is issued regularly to inform managers about shortages/overages that need explanations. Schools that provided a complete explanation on the bank deposit memo box will not appear on the report. If your school appears on the Cash Variance Report, you may have provided insufficient or unclear explanations, and these will need to be clarified.
7. Use the correct deposit slip for your school. **DO NOT** use any other deposit slips. Refer to the SOP on deposit slips. Offsites should have their own CMS ID and deposit slips that are separate from the parent site. If Offsites do not have deposit slips, FSMs must send a request to the AFSS, in order to obtain the deposit slips. Keep all deposit slips separate. **DO NOT** combine Offsites deposits with main site deposits.
8. Use the special function invoice (SFI) for catering and special orders. Instructions are on the back of the preprinted form. **Include sales tax for adult sales only.** Send the legible yellow copy **immediately** to Cafeteria Fiscal Support, 26th floor, Beaudry.
 - a. When cash is collected, write on the copy "Paid Cash" and include cash with the day's deposit. Record invoice number and the amount paid in the CMS bank deposit memo box. Remind the PTA, Student Body or company to write the check payable to "LAUSD Cafeteria". Personal checks are not acceptable.
 - b. When a check is collected, write on the copy "Paid by Check" and write the check number on the invoice. Include check with the day's deposit. Record invoice number, check number and amount in the CMS bank deposit memo box.
 - c. When a funding line is provided, customer should write the complete valid funding line on the invoice. Request customer to sign the invoice before sending copy to Café Fiscal Support.
9. Refer to SOP "Change Fund" for new, increase, decrease or turnover of the change fund to new a manager. **DO NOT** deposit the change fund unless there is a decrease in the fund, and you are authorized to deposit it. **DO NOT** use collections to permanently add to the change fund.
10. For cafeteria account refund requests, remind customer to send the form to the Food Service Manager for approval before sending to Café Fiscal Support. Refund cannot be processed without approval.

Attendance/Enrollment Variances:

1. If ADP is low, due to a Minimum Day or "Out of Compliance" issue caused by visiting students on campus, the FSMs should indicate reason for the discrepancy. Record the reason for the discrepancy in the Production Record comments line and in Bank Deposit memo box, to avoid further inquiries. (FOH > Accountability > Daily Entry > Bank Deposit tab > Memo section). This will provide an explanation of your ADP variance.
2. Enter daily the correct enrollment for non-POS sites to reduce Out of Compliance issues.

Communication with Café Fiscal Support:

1. There are no Accounting Tech staff available to answer questions regarding CMS issues. Please submit a Remedy Ticket for assistance.