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# FOOD SERVICES BANK DEPOSIT CORRECTIONS PROCESS (FSD-P006)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This procedure describes what the Food Services department does when it receives bank deposit corrections from the Business Office.

The online version of this procedure is official; therefore, all printed versions are unofficial

## 2.0 RESPONSIBILITY:

- 2.1 Secretary to the Director of Food Services, Business Office Accountant

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Food Services

## 4.0 DEFINITIONS:

- 4.1 None required

## 5.0 PROCEDURE:

- 5.1 The Food Services Office receives notice that corrections are needed from the Business Office.
- 5.2 Managers of the affected site(s) receive a copy of the corrections so they are aware.
- 5.3 The Food Services Office then makes the adjustment in the site's Mealtime system for the specified day and reprints that day's report.
  - 5.3.1 The bank correction notice is then attached to the site's reports. These reports are filed in place of the previously filed reports. (Refer to FSD-P004.)
- 5.4 The Food Services Office then does a manual upload of Mealtime data for the affected date to update Mealtime Central with the corrections made.
- 5.5 At the end of each month, the Food Services Office compares each site's Monthly Deposit Summary with the Business Office Deposit Summary Sheet to ensure accuracy. Any conflicts are resolved and the proper documentation is made.
- 5.6 Just prior to starting the month end reporting process, another manual upload for the entire month in Mealtime Central is done to insure all corrected data is included. This may, depending on the situation, require reprinting all month-end reports for an affected site.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Bank Deposit Correction Notice

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bank Deposit Correction Notice	File Boxes	3 Years	Discard as desired	Vault

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
02-Feb-04	A	Original Release
26-Jan-05	B	Added date information to 5.4 and 5.6

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