

Reconciliation Academy

National School Lunch Program

Board Policy—Charges and Cash Management

Charged Meals

- All student meals are charged at Reconciliation Academy.
- Statements are issued at the end of each month. Payment is due at the beginning of each month. During the last month of the year, statements are issued twice during the last month of school. If payment is not received monthly, school staff follows the statement with a phone call.
- No adults are allowed to charge for meals.
- A la carte items such as milk may be charged.
- Records of all charges and repayments must be maintained in the assistant superintendent's office. Charges must be collected by the end of the school year or made up from funds other than the Child Nutrition Program. Documentation of efforts to collect this money will be maintained.

Uncollected Charged Meals

- Uncollected charged meals constitutes a bad debt and is unallowable. Funds from some other source will be deposited into the CNP fund to cover uncollected charged meals. Nonpublic Local School Funds may be used. The school may provide an optional meal such as cheese sandwich, milk and fruit, etc. after charges exceed \$25. No child in grades K-12 may be denied a lunch meal.
- The school will provide local funds to the CNP so that all charges can be recovered.

Cash Reconciliation

- In order to reconcile cash the number of free, reduced-price, and paid student meals, adult meals, and all extra sales must be accurately counted. This must be done at the time and place the meals were served.
- Meals should be recorded when they are served and money should be recorded when it is received.
- Cash should be counted twice by separate persons before it is deposited. Cash should be deposited daily.