



Child Nutrition & Wellness

785-296-2276

785-296-0232 (fax)

120 SE 10th Avenue • Topeka, KS 66612-1182 • 785-296-6338 (TTY) • www.ksde.org

Form 10-A, Daily Income, Sales & Deposit Report Questions & Answers

July 2010

Q1:

In our building, the person who is responsible for receiving payments on account is not the same one who records sales. How should we handle completing Form 10-A?

A1:

Keep two separate copies of Form 10-A, one for recording receipts and the other for recording sales. Combine the two forms at the end of the month.

Q2:

Our software provides for a "family account" which includes receipts from children and adults in the same household. When we receive one payment for the family's meals, we don't know how much of it is for student meals and how much is for adult meals. How should we report this?

A2:

When payment is received, report the total amount in column B, Student Accounts, Receipts. When an adult meal is sold on account, record the adult meal sale in column I, Adult Accounts, Sales.

Q3:

Our system doesn't produce a daily report of charges for meals or a la carte. How should we report this?

A3:

Work with your software vendor to develop a report that shows daily receipts, sales, charges and refunds. In the meantime, enter the total monthly sales and charges on the last serving day of the month in:

- Column D, Student Accounts, Reimb. Sales & Charges
- Column F, Student Accounts, A la Carte Sales & Charges
- Column I, Adult Accounts, Sales & Charges

(Over)

Questions & Answers on Form 10-A, Daily Income, Sales & Deposit Report

Q4:

Where should I record a payment from a family that had a negative lunch balance in the prior school year?

A4:

Column B, Student Accounts, Receipts, Cash & Checks

Q5:

Our school accepts cash on the serving line for reimbursable meals. How should those sales be recorded?

A5:

The cash received should be deposited into the student's account and then recorded in (B) Student Accounts, Receipts, Cash & Checks

KSDE encourages prepayment for reduced price and paid meals so that overt identification of the student's eligibility category does not occur. See *Food Service Facts*, chapter 9, page 9-16 for further guidance on accepting cash at the point-of-service.

Q6:

What is the difference between (M) Actual Bank Deposits and (N) Computed Bank Deposits?

A6:

(M) Actual Bank Deposits should match the receipts (i.e. cash and checks) deposited in the bank. This may be a different amount than what the spreadsheet computes should be deposited in column (N). The formula for computing column (N) is on the reverse side of Form 10-A.
