

 <p data-bbox="228 247 456 352"><b>ASB PROCEDURES MANUAL</b></p>	<p data-bbox="597 201 1040 247"><b>STUDENT STORES</b></p>	<p data-bbox="1214 260 1360 331"><b>REVISED 10/18</b></p>
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## INTRODUCTION

Student stores are traditionally a component of the CTE department and are the lab portion of the advanced marketing classes. It is important, however, that the student store enterprise work hand in hand with the ASB since the account operates under the umbrella of ASB law. Successful stores can and should be a great source of revenue for the ASB as well. Profits from the student store can fund the needs of the DECA program, upgrades to the store, and provide additional revenue for the general ASB and special ASB projects.

In addition, it is also imperative that the store maintain a positive working relationship with the district's food service provider. Vending, the student store, and the food service program should compliment each other. As part of the leadership aspect of the store, students should be involved in the decision making as to healthy food choices, vendors, what they think students will purchase, and the price of those items.

A well run student store should be more than a place where students can purchase a snack. It should become part of the cultural backbone of the school; a place where all students and staff feel welcome and comfortable. Having students write up a store manual will educate and enforce some of these procedures.

Be sure to review District policy and regulation 6700 and 6700R regarding the District's nutrition and physical fitness policy and procedures.

## PROCEDURES

### A. SUPERVISION OF WORKERS

1. A student store must have **adult supervision** when in operation.
2. A student manager should select and schedule all student workers which is reviewed and monitored by an adult supervisor. The adult should review all written policies for handling money (cash and checks) with the designated students to ensure good internal controls and reconciliation at the end of a shift.
3. A minimum of two people should be present when the student store is operating.

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4. The number of student workers should be limited to allow for proper supervision and control.
5. Student workers are not allowed to eat or drink while working in the store.
6. Student workers must have segregated duties in order to have the necessary accounting controls and efficiency.
7. Specific duties:
  - One person should take the customer's order, receive the cash due for the purchase, and provide the appropriate change.
  - The second person should retrieve the product from the shelf, verify the price with the cashier, and deliver the product to the customer.
8. The person who is responsible for cashier duties:
  - Receive the correct amount of money from the customer for the purchases.
  - Count the money received from the customer and return the necessary change before placing any money received into the cash drawer.
9. If hot and cold food is being sold, all workers must have a Food Worker's Card in compliance with the local health department regulations. In addition to food, the student store can sell spirit wear and school supplies.

## B. STUDENT STORE SECURITY

1. Student store operations should only take place in a secure surrounding (an office, secured room, etc.) where customers are unable to reach money or merchandise or easily walk behind the counter.
2. The adult supervisor is to observe the operation at all times.
3. All student stores should use cash registers or other accounting methods, such as an electronic point of sale program. Records must be maintained to reconcile receipts.
4. Cash boxes are not acceptable due to risk and lack of inventory controls.
5. If possible, student workers should be identified by entering a password when logging on to a cash register or point of sale program prior to their shift. The logon ties transactions to an individual. Passwords should be controlled by someone that does not have access to the system. Passwords should not be easily obtainable, i.e. do not use easily identifiable passwords such as names.

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6. Money should NOT be left exposed at any time, except when receiving payment or giving change to the customer. At the end of every shift, each student worker must reconcile their day's sales, which are verified by the adult supervisor prior to the next shift starting.
7. All money must be stored in a secure place at then end of each shift.
8. At closing time, all money (cash receipts and change fund) must be given to the ASB Bookkeeper, or designated representative, who should verify and receipt the money received.
9. The student store must be locked when not open for business. When it is open, only designated workers and/or adult supervisors are to be behind the counter.
10. Designated workers are not to leave the store unattended at any time while open for business. In case of emergency, the adult supervisor should secure the store before leaving the premises.
11. Only the adult supervisor and school management will have keys to the student store. When an adult supervisor changes position, the safe combination must be changed, and keys inventoried and key access reviewed.
12. If the student store is opened after school hours the monies collected must be secured in a locked safe.
13. It is recommended that video surveillance cameras be installed for additional security.

### C. CASH HANDLING

1. Cash registers or an electronic point of sale program are recommended to track purchases and for inventory control.
2. Sales are to take place only when the store is open for business.
3. Receipt correct mode of payment - cash, check or credit card as available.
4. All sales require a form of payment at the time of purchase. No IOU's.
5. All sales must be rung up on the register at the time of sale.
6. If checks are accepted, they are to be endorsed immediately upon receipt. Checks are to be for the purchase price only ~ not more or less than the posted purchase price.
7. The adult store supervisor must document all returns at the time of the transaction. Refunds can only be given during the current shift. Otherwise instore credit can be offered and must be documented.



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8. The adult store supervisor must document all “over rings” at the time of the transaction. Cash in the store register or cash box is not to be used for personal convenience (i.e. make change or cash a check when no sale has been made.)
9. No student or staff member should take merchandise without paying for it.
10. If a store employee is going to purchase a store item, they must do so at the end of their shift and another employee must transact the sale.
11. No cash should be kept in the student store when the store is not in operation.
12. A minimum of two people, including the shift cashier, will count all cash at the end of each shift. The adult supervisor should oversee the cash counting.
13. After the cash has been counted, a reconciliation form must be completed and signed by the students who counted the cash and the adult supervisor.
  - After the cash has been counted, a reconciliation report or completed form should be signed by the students and adult supervisor who counted the cash.
  - A copy of the sales report must be submitted with the cash and checks to the ASB Bookkeeper.
14. The ASB Bookkeeper or Office Manager, upon receiving the cash receipts from the student store should:
  - Count the cash receipts in the presence of the person submitting the cash.
  - Receipt all cash and checks received through general ledger software or district issued receipt book. (See the *Cash Handling* section.)
  - The ASB Bookkeeper should return the receipt produced above to the adult supervisor.
  - Deposit the cash receipts immediately, in accordance with the general ASB policy, or place them in the school safe until the deposit is made.
15. The change fund in the cash register is to be returned to the ASB Bookkeeper or Office Manager when the store is not in operation to be stored in the school safe.
16. A change fund for the student store is to be issued from the ASB’s revolving fund account. The change fund is not obtained by holding back cash receipts from deposits. Do not reimburse a change fund.
17. The completed reconciliation form, the ASB pre-numbered receipt received from the ASB Bookkeeper or Office Manager, and the cash receipt tape (or

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report) for the shift should be retained in the permanent file of the student store.

#### D. INVENTORY and PERMANENT RECORDS

1. A complete physical inventory count of the goods for sale in the student store must be performed at the beginning and ending of each school year. Physical counts should also be completed periodically throughout the school year (for example, at quarter or semester breaks).
2. In addition, a physical inventory should be done of the equipment and supplies at the beginning and ending of each school year.
3. The student manager, with adult supervision, should always complete a physical count of inventory before adding new items. This should be reconciled to existing inventory.

Student store accounting records are public records and are to be retained according to the State guidelines for records retention. For further information refer to the *Records Retention* and *Inventory* sections.

#### E. PROFIT AND LOSS STATEMENTS

High school student stores must create monthly profit and loss statements. Junior high student stores must create quarterly profit and loss statements.