

WASBO ASB PROCEDURES MANUAL	STUDENT STORES	REVISED 1/08
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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. Keep in mind that at large 3A or 4A high schools, total revenue for stores should range in the \$50,000-\$100,000 range, with at least a 40% profit margin. This then yields profits in the \$20,000-\$40,000 range which is more than enough to 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. It is recommended that student stores purchase items from the district's food service program as well as other vendors. Vending, the student store, and the food service program should compliment each other; not be a cause of antagonism and resentment. 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 a part of the cultural backbone of the school; a place where all students and staff feel welcome and comfortable.

Be sure to check with your Central Office regarding how to work with your district's food service program and the guidelines for the district's healthy nutrition 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.

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. 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.
6. Money should NOT be left exposed at any time, except when receiving payment or giving change to the customer.
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.

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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.
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 or check.
4. No sales are to be made on credit.
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.
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 employee should have free merchandise.
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. The ASB Bookkeeper or Secretary, upon receiving the cash receipts from the student store should:
 - Count the cash receipts in the presence of the person submitting the cash.
 - Complete a pre-numbered cash receipt for the cash received in accordance with general ASB policy. (See the *Cash Handling* section.)
 - Deposit the cash receipts immediately, in accordance with the general ASB policy, or place them in the school safe until the deposit is made.

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13. 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.
 - 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.
14. The change fund in the cash register is to be returned to the ASB Bookkeeper or Secretary when the store is not in operation to be stored in the school safe.
15. A change fund for the student store is to be issued from the ASB's General Ledger "200" account with a Purchase Order. The change fund is not obtained by holding back cash receipts from deposits. Do not reimburse a change fund.
16. The completed reconciliation form, the ASB pre-numbered receipt received from the ASB Bookkeeper or Secretary, and the cash receipt tape (or report) for the shift should be retained in the permanent file of the student store.

D. INVENTORY and PERMANENT RECORDS

The student manager with adult supervision should always complete a physical hand count of the inventory before adding new inventory. This should tie to the internal controls in place with a point of sale program prior to adding new items. At the minimum this should be done once a month.

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.