Perform the following work program if cafeteria revenue is greater than ten percent of total school revenue:

1) Obtain a copy of the ledger and financial report.
   a) Verify that cafeteria operations are accurately reflected in parish/school financial reports.
   b) Verify that the cafeteria program is included in the parish/school budgeting process

2) Obtain an understanding of and document the revenue cycle of the cafeteria program.
   a) Verify that receipts are issued for payments received.
   b) Verify that funds received are deposited intact.
   c) Verify that funds deposited are accurately posted to individual family/student records.
   d) Verify that amounts posted to the general ledger agree with amounts posted to individual family/student records.

3) If a separate bank account is maintained:
   a) Make a recommendation to consolidate it into the main parish operating account
   b) Obtain the bank reconciliation and agree to underlying documentation
   c) Test disbursements from the account in accordance with the disbursement audit program.
   d) Verify that proper segregation of duties exists between check preparation, check signing, and posting to the general ledger.

Note: Sample sizes should be based on the number of times the control occurs:
   Annual controls – test 1
   Quarterly controls – test 2
   Monthly controls – test 3
   Weekly controls – test 10
   Daily controls – test 20
   More than daily – test 30