**Odyssey Charter School**

**Procedure for Accounting for Non-Program Foods**

Non-program food is defined as food sold in a school at any time or location on the school campus (other than reimbursable meals) purchased using funds from the non-program food service account.

The business manger of Odyssey Charter School (OCS) will be the responsible party for overseeing the accounting of non-program food. Duties will include:

* Record revenue generated from non-program food sales
* Record expenditures for non-program food sales
* Complete the required non-program food revenue tool (calculation) annually
* Work in conjunction with OCS’s Food Service Coordinator to monitor non-program food revenue and expenses to ensure compliance with non-program food requirements