


Chapter:	Finance	Classification:	Public Document
Subject:	Fiscal Management of Staff Meals		
For:	Correctional Facilities	 Authorized by Executive Director	

1. Policy

- 1.1 Superintendents are responsible to ensure meals are prepared and available for sale to staff within correctional facilities, in accordance with
 - 1.1.1 Policy and Procedures, Subject No. 45.06.00, [Staff and Visitor Meals](#)
 - 1.1.2 this policy
- 1.2 Staff meal prices will be reviewed annually by Correctional Services head office.


2. Meal Prices

- 2.1 Meal prices will be
 - 2.1.1 established at the Divisional level and include the applicable amount of Harmonized Sales Tax (HST)
 - 2.1.2 reviewed at the end of each fiscal year
 - 2.1.3 effective on the first day of each fiscal year
- 2.2 Superintendents will establish local Standard Operating Procedures, outlining a requirement for designated kitchen staff to maintain a daily count of all meals served to staff, visitors and offenders, to facilitate the calculation of meal costs at fiscal year-end.

3. Ticket Control/Sales

- 3.1 Meal tickets will be purchased as needed by the individual facilities through the [Communication Nova Scotia web portal](#) to maintain an inventory sufficient for their operation.
- 3.2 Meal tokens can be purchased in bulk by facilities that operate a meal token machine.
- 3.3 The superintendent will ensure that inventory and cash control processes are established to account for tickets, tokens, and cash on hand.

Page 1 of 2	Dated issued: April 15, 2011 Date of Last Revision: May 19, 2017 Current Revision Date: March 1, 2022	Subject No. 9.09.00
-------------	---	---------------------

Chapter:	Finance	Classification:	Public Document
Subject:	Fiscal Management of Staff Meals		
For:	Correctional Facilities	 Authorized by Executive Director	

4. Remittance of Collected Meal Monies

- 4.1 At each month end, the superintendent will ensure that a reconciliation of ticket or token sales and cash on hand is completed. The reconciliation is to be verified by the superintendent or designate.
- 4.2 Token reconciliation will include
 - 4.2.1 the number of tokens in the machine at the beginning of the month
 - 4.2.2 less the remaining tokens in the machine at the end of the month
 - 4.2.3 cross referenced with the amount of money deposited in the machine
 - 4.2.4 tokens handed in during the month
- 4.3 The money from meal ticket or token sales is to be deposited each month into the Province's bank account at the Royal Bank of Canada. An email is to be sent to designated personnel at Operational Accounting, Service Nova Scotia and Internal Services, listing
 - 4.3.1 name of facility
 - 4.3.2 the total number of meal tickets or tokens sold
 - 4.3.3 the total amount of money deposited, and
 - 4.3.4 the date of the deposit