

## SMINC / Banking Procedures

This advice applies to Nursery, Primary (including Infant and Junior) and Special Schools.

### **SMINC Statistics**

Schools, in conjunction with the catering supervisor, should be completing the MR1 form (a paper form), of which one copy should be kept by the School/kitchen and the top (white) copy should be sent into Catering Admin at the Area Office, Buxton stating "MR1 form" on the envelope. These will then be entered onto the meal number database and will form the basis of monthly charges made by the Catering Service to the School's delegated budget (excluding nursery schools where catering remains non-delegated). These charges will be made by transfer (download posting); with the text identifying the relevant week ending dates so that schools can reconcile the charges back to the MR1 form retained at the school.

### **Banking of dinner monies**

Schools should continue to use the same codes for banking of dinner monies (e.g. 230130 for pupil paid meals and 230150 for adult paid meals). Schools entering banking details in SAP should now use the School's own cost centre (beginning CIP or CIX followed by the DFE number) rather than the kitchen cost centre (beginning CKP or CKX). This excludes nursery schools who should continue to enter the kitchen cost centre beginning CKN.