

## POLICY REGARDING THE TUCK SHOP

### AIM:

The tuck shop is aimed at helping the school raise additional funds.

### TUCK SHOP COMMITTEE

- The tuck shop committee is appointed by the SGB.
- The chairperson of the tuck shop committee is a member of the SGB.
- The tuck shop committee should meet at least once per term.

### DUTIES OF THE TUCK SHOP COMMITTEE

- Decides what should be sold at the tuck shop
- Decides on the profit margin
- Decides on times the tuck shop should be open
- Appoints the manager of the tuck shop and any other assistants and provides a list of the duties of each
- Ensures that stock records and financial records are updated regularly and correctly
- Prepares an annual trading account and profit and loss statement
- Reports any problems to the principal
- Calculates the cost price of each item
- Calculates the selling price of each item
- Checks closing stock weekly. Starts by counting the items on the shelves.
- Calculates the closing stock. To do this, the number sold should be deducted from the total that was bought.

### OPERATION OF THE TUCK SHOOP

- The tuck shop should be open only during break times.
- The tuck shop should also be open when sports events or other functions are taking place at the school.
- Only items as determined by the tuck shop committee should be sold.
- Daily income should be checked and deposited at the financial officer.
- No learners may serve in the tuck shop.



**This policy has been adopted:**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Place**

**EDUCATORS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRINCIPAL:**

\_\_\_\_\_

**CHAIRPERSON (SGB):**

\_\_\_\_\_