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**Chappaqua Central School District**  
**Vending Machine Policy Review**  
**June 30, 2012**

# Chappaqua Central School District

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To the Board of Education of the  
Chappaqua Central School District  
Chappaqua, New York

We have performed an intensive review in the area of vending machines for the Chappaqua Central School District (the District). The purpose of this engagement is to ensure compliance with applicable New York State laws and regulations.

Our report provides results of attribute testing performed on the selected area. In addition, our report indicates any areas for which we believe improvements can be made to existing processes and internal controls.

We are pleased to have had the opportunity to serve you and look forward to reviewing this report in detail with you. We would also like to thank the Board of Education and the employees of the Chappaqua Central School District for their time and assistance during our engagement.

Sincerely,

*Tobin & Company*  
*Certified Public Accountants, PC*

Tobin & Company  
Certified Public Accountants, PC  
August 24, 2011

# Chappaqua Central School District

## Finding and Recommendation

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### Finding:

The District has 23 vending machines located throughout its facilities. Approximately 10 machines are located in the cafeterias, 9 are in the staff lounges and the remaining are located on the field and in the gym. The vending machines in the cafeterias are maintained by Aramark, while the others are operated by teachers. Of the 23 machines, the District owns 1.

Based on our understanding, the District does not have a global protocol for obtaining and operating these machines. Each machine is operated individually of each other and has its own set of procedures. Although we did not perform an internal review of these procedures, we feel the current set up is not best practice, and can be improved significantly.

We compared how others districts handle their vending machines and found that all the districts that we interviewed outsource this function. The majority of the districts use a third party vending machine company, while the others use their food service provider and even the PTA. It was also noted that it is common practice for the district to receive a commission on the sales from these machines.

### Recommendation:

We recommend the District submit a RFP to find and contract a third party vendor to operate the vending machines. This will remove the District from all internal control and procedure responsibilities over the cash and inventory of these machines, while still allowing The District to generate revenue through commissions.