

Chapter: Agency Management and Operations
Subchapter: Miscellaneous
Rule: Canteen Operations

Effective Date: 1/30/07, T-84
Page: 1 of 2
Replaces: GAP.119.23
Dated: 7/27/04, T-67

ACA Standard(s): 4-JCF-6B-11

I. RULE

(a) Purpose.

The purpose of this rule is to provide Texas Youth Commission operation of canteens on residential facilities or contracting for the operation.

(b) Explanation of Terms Used.

Canteen operations - any vending operations for benefit of youth except vending machines.

(c) Institutions may operate canteens on campus.

(d) Should the institution choose not to operate its own canteen, the Health and Human Services Commission (HHSC) shall have first opportunity to establish a canteen in accordance with Texas Human Resource Code, Chapter 94. Should no canteen be established by the HHSC licensees under Chapter 94, the institution's advisory council may be awarded a contract to provide canteen services.

II. MANAGEMENT REQUIREMENTS

(A) TYC Operated Canteens.

(1) If the institution operates its own canteen, merchandise purchases for resale, salaries and other expenses are paid from appropriated funds (canteen revolving fund). The canteen budget must be included in the facility operating budget and approved by the Texas Youth Commission (TYC) Board.

(2) Revenues from canteen operations are to be deposited into the canteen fund. Profits after canteen expenses and sales taxes are to be deposited to the Student Benefit Fund. The sales taxes are to be deposited into the State Treasury.

(3) Procedures for merchandise inventory handling and cash handling will be provided by the finance department upon request.

(4) Procedures will incorporate basic internal controls of inventory and cash.

(b) Rules for Contracting for Canteen Services.

(1) An institution may contract with the advisory council for canteen services. A written contract is required and is to include the specific service to be provided by the council and the consideration to be paid. See (GAP) §111.31 for procedures to establish the contract.

(2) The terms of the contract may be negotiated with the council. Any expenses agreed upon by TYC are to be paid from the Canteen Revolving Fund, and any proceeds agreed to be paid to TYC for the canteen operation are to be deposited into the Canteen Revolving Fund.

(3) Any revenues accruing to the advisory council shall be subject to the by-laws of the council. The advisory council will be responsible for collection and deposit of all sales taxes to the State Treasurer.

- (4) TYC employees are prohibited while on duty, from performing canteen duties which have been contracted to the advisory council.
 - (5) If TYC youth are employed, the council assumes the responsibility for any wages and employment taxes. The advisory council may employ TYC youth if both parties choose to do so and the council will assume total responsibility for payment of wages and employment taxes and comply with all applicable federal and state employment laws.
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