



**Weston Public Schools**  
**Revenue Receipts – Non-Resident and Staff Tuition Fees**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Deposit of Non-Resident & Staff Tuition	<b>Revised Date:</b>	May, 2012
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**Policy:** Ensure the security of assets, e.g., cash.

The purpose of the Revenue Receipts – Non-Resident & Staff Tuition Fees procedure is to provide instructions how non-resident & staff tuition fees are deposited.

<b>Completed By:</b>	Admin. Assist. to the Assistant Superintendent for Finance and Operations	<b>Reviewed By:</b>	Admin. Assist. to the Assistant Superintendent for Finance and Operations
<b>Approved By:</b>	Assistant Superintendent for Finance and Operations	<b>Entered By:</b>	Treasurer’s Office
<b>Form Title:</b>	Form 9 & 10 Non-Resident & Staff Tuition Deposit	<b>Estimated Time Frame:</b>	2 Working Days

**Process for Completion:**

Form 9&10 Non-Resident & Staff deposit must:

- Be used to deposit Non-Resident & Staff income into the Non-Resident Revolving account.
- All checks made payable to the Town of Weston.
- If more than one check is being deposited, an adding machine tape with the total of the deposit must accompany the deposit.

To complete a Form 9&10 Non-Resident & Staff deposit form:

- Enter the Non-Resident & Staff account number (SDNRRV 243 4701).
- Date of the deposit.
- For each check made payable to the Town of Weston, list the name of the individual or organization the check is from, the check number, the date of the check, and the amount of the check.

**Important - All checks must be endorsed (stamped) with the “For Deposit Only Town of Weston” upon receipt into the Business Office. In addition, all checks held overnight must be held in the Business Office safe.**

**For additional information, please contact:**

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<b>External URL:</b>	www.westonschools.org
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<b>Weston School Committee Policy:</b>	Revenue from Non-Tax Sources, DF; Depository of Funds, DG
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