



**Weston Public Schools**  
**Daily Potential Sheet**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Daily Deposit	<b>Revised Date:</b>	May, 2012
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**Policy:** Ensure the security of assets, e.g., cash.

The purpose of the Daily Deposit Report procedure is to provide instructions how to deposit Food Service Revenue on a daily basis.

<b>Completed By:</b>	Cafeteria Managers	<b>Reviewed By:</b>	Food Service Bookkeeper
<b>Approved By:</b>	Food Service Director	<b>Entered By:</b>	Food Service Bookkeeper
<b>Form Title:</b>	Daily Potential Sheet	<b>Estimated Time Frame:</b>	Daily

**Process for Completion:**

The Daily Potential Sheet is completed daily to ensure the proper accounting all funds received by the cafeteria.

A verification process is completed for each register to verify the accuracy (total and count) of all cash and checks collected daily.

Kitchen Managers are responsible for the safe keeping and proper accounting for all funds received into the cafeteria.

To complete a Food Service Daily Revenue Form, the Café Managers must enter:

- Run the Daily Sales Summary and Detail Report from the POS system.
- Record all customer cash prepayments and cash sales from each register summary.
- Record all checks received at each register summary.
  - A restrictive endorsement is applied to all checks.
- Record any Short/Over at each register summary.
  - This is performed after the Cash Drawer Verification is complete.
- Count and confirm all cash and checks collected for the day.
- Complete a four part bank deposit slip.
  - White Copy – Bank
  - Pinked Copy – Town Treasurer
  - Yellow Copy – returned to Food Services Bookkeeper
  - Blue Copy
- Complete a bank bag.
- Record the deposit information in bank log.
- Transport cash and checks, deposit slip and bag to HS Food Service Bookkeeper for second verification prior to submission to Weston Town Treasurer for deposit into Bank.

**For additional information, please contact:**

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**External URL:** [www.westonschools.org](http://www.westonschools.org)

**Weston School Committee Policy:** Revenue from Nontax Sources, DF; Depository of Funds, DG; Fiscal Accounting and Reporting, DI; Food Service Management, EF