



Weston Public Schools
Revenue Receipts – Guidance

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Deposit of Guidance Revenue	Revised Date:	May, 2012
Policy: Ensure the security of assets, e.g., cash.			
The purpose of the Revenue Receipts –Guidance Fees procedure is to provide instructions how college testing and transcript payments are deposited.			
Completed By:	High School Bookkeeper	Reviewed By:	Business Office Bookkeeper
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Treasurer’s Office
Form Title:	Form 9 &10 Guidance Revenue	Estimated Time Frame:	2 Working Days
Process for Completion:			
<p>Form 9&10 Guidance Deposit form must:</p> <ul style="list-style-type: none"> • Be used to deposit Guidance payments into the Guidance Revolving account. • All checks made payable to the Town of Weston. • Checks must be stamped on the back “For Deposit Only 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 <p>To complete a Form 9&10 Guidance deposit form:</p> <ul style="list-style-type: none"> • Enter the Guidance account number (SDGDRV 246-4701). • The date of the deposit. • All check 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. <p>Important – All checks must be endorsed (stamped) with the “For Deposit Only Town of Weston” upon receipt by the High School Bookkeeper. In addition, all checks held overnight must be held in the High School safe.</p>			
For additional information, please contact:			
Name:	Sharon Poller	Email:	pollers@weston.org
Phone:	781-786-5804	Fax:	781-786-5829
External URL:	www.westonschools.org		
Weston School Committee Policy:	Revenue from Non-Tax Sources, DF; Depository of Funds, DG		