



**Weston Public Schools**  
**Revenue Receipts – Adult and Continuing Education Fees**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Deposit of Adult and Continuing Education	<b>Revised Date:</b>	September, 2013
<b>Policy:</b> Ensure the security of assets, e.g., cash.			
The purpose of the Revenue Receipts – Adult and Continuing Education Fees procedure is to provide instructions how adult and continuing education 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 Adult and Continuing Education Deposit	<b>Estimated Time Frame:</b>	2 Working Days
<b>Process for Completion:</b>			
<p>Form 9&amp;10 Adult and Continuing Education deposit must:</p> <ul style="list-style-type: none"> <li>• Be used to deposit Adult and Continuing Education income into the Adult and Continuing Education account.</li> <li>• All checks made payable to the Town of Weston.</li> <li>• If more than one check is being deposited, an adding machine tape with the total of the deposit must accompany the deposit.</li> </ul> <p>To complete a Form 9&amp;10 Adult and Continuing Education deposit form:</p> <ul style="list-style-type: none"> <li>• Enter the Adult and Continuing Education account number (SDADED – 244-4504).</li> <li>• Date of the deposit.</li> <li>• 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.</li> </ul> <p><b>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.</b></p>			
<b>For additional information, please contact:</b>			
<b>Name:</b>	Phyllis Bertino	<b>Email:</b>	<a href="mailto:bertinop@weston.org">bertinop@weston.org</a>
<b>Phone:</b>	781-786-5230	<b>Fax:</b>	781-786-5279
<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Revenue from Non-Tax Sources, DF; Depository of Funds, DG		