



Weston Public Schools
Revenue Receipts – Building Use Fees

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Deposit of Building Rental Fees	Revised Date:	May, 2012
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Policy: Ensure the security of assets, e.g., cash.

The purpose of the Revenue Receipts – Building Use Fees procedure is to provide instructions how building use fees are deposited into the Facility Revolving account.

Completed By:	Business Office Support Staff	Reviewed By:	Business Office Bookkeeper
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Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Treasurer’s Office
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Form Title:	Form 9&10 Building Use	Estimated Time Frame:	2 Working Days
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Process for Completion:

Form 9&10 Building Use deposit must:

- Be used to deposit custodial or rental income into the Facility 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 Building Use deposit form:

- Enter the Facilities Rental account number (SCFCRN 24-440).
- 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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External URL:	www.westonschools.org
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Weston School Committee Policy:	Revenue from Non-Tax Sources, DF; Depository of Funds, DG; Cash and Personal Property in School Buildings and Grounds, DM
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