



Weston Public Schools
Revenue Receipts – Drama

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Deposit of Drama Revenue	Revised Date:	May, 2012
Policy: Ensure the security of assets, e.g., cash.			
The purpose of the Revenue Receipts – Drama Fees procedure is to provide instructions how music related (performance ticket sales) revenue are deposited into the Drama Revolving account.			
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 Drama Revenue	Estimated Time Frame:	2 Working Days
Process for Completion:			
<p>Form 9&10 Drama deposit must:</p> <ul style="list-style-type: none"> • Be used to deposit Drama payments into the Drama 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. <p>To complete a Form 9&10 Drama deposit form:</p> <ul style="list-style-type: none"> • Enter the Drama account number (SDDRRV 242-4701). • Date of the deposit. • 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. <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:			
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External URL:	www.westonschools.org		
Weston School Committee Policy:	Revenue from Non-Tax Sources, DF; Depository of Funds, DG; Cash and Personal Property in School Buildings and Grounds, DM		