



Weston Public Schools
Revenue Receipts – Field Use Fees

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Deposit of Field Rental Fees	Revised Date:	May, 2012
Policy: Ensure the security of assets, e.g., cash.			
Procedure: The purpose of the Revenue Receipts – Field Use Fees procedure is to provide instructions how field use fees are deposited into the Facilities Revolving account.			
Completed By:	Business Office Support Staff	Reviewed By:	Business Office Bookkeeper
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Treasurer’s Office
Form Title:	Form 9&10 Field Use	Estimated Time Frame:	2 Working Days
Process for Completion:			
<p>Form 9&10 Field Use must:</p> <ul style="list-style-type: none"> • Be used to deposit grounds/custodial or rental income into the Facility Revolving account. • Accompany 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 Field Use form:</p> <ul style="list-style-type: none"> • Enter the Facilities Rental account number (SCFCRN 24-440). • 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 into the Business Office. In addition, all checks held overnight must be held in the Business Office safe.</p>			
For additional information, please contact:			
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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		