



**Weston Public Schools
Revenue – Gift Account**

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Depositing Gift Account Funds	Revised Date:	May, 2012
Policy: Ensure the security of assets, e.g. cash.			
Procedure: The purpose of the Revenue – Gift Account is to provide instructions on how to deposit Gift Revenue for tracking on Gift Revolving Fund spread sheet.			
Completed By:	Head Bookkeeper	Reviewed By:	Assistant Superintendent for Finance and Operations & Business Office Bookkeeper
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Treasurer’s Office
Form Title:	Form 9 & 10 Gift	Estimated Time Frame:	1 week
Process for Completion:			
<p>Form 9 & 10 Gift deposit must:</p> <ul style="list-style-type: none"> • Be used to deposit Gift payments into the Gift Revolving account. Please note the sub-account the deposited will be credited to. • 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 Gift deposit form:</p> <ul style="list-style-type: none"> • Enter the Gift account number (SDGFTS 234-4950). • 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 Business Office Bookkeeper. 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 Building and Grounds, DM		