



**Weston Public Schools**  
**Revenue Receipts – Music**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Deposit of Music Revenue	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> Ensure the security of assets, e.g., cash.			
The purpose of the Revenue Receipts – Music Fees procedure is to provide instructions how music related (performance ticket sales) revenue are deposited.			
<b>Completed By:</b>	High School Bookkeeper	<b>Reviewed By:</b>	Business Office Bookkeeper
<b>Approved By:</b>	Assistant Superintendent for Finance and Operations	<b>Entered By:</b>	Treasurer’s Office
<b>Form Title:</b>	Form 9 &10 Music Revenue	<b>Estimated Time Frame:</b>	2 Working Days
<b>Process for Completion:</b>			
<p>Form 9&amp;10 Music Revolving fund deposit must:</p> <ul style="list-style-type: none"> <li>• Be used to deposit music income into the Music Revolving 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 Music deposit form:</p> <ul style="list-style-type: none"> <li>• Enter the Music Revolving account number (SDMSRV 241-4701).</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 by the High School Bookkeeper. In addition, all checks held overnight must be held in the High School safe</b></p>			
<b>For additional information, please contact:</b>			
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<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Revenue from Non-Tax Sources, DF; Depository of Funds, DG		