



Weston Public Schools
Revenue Receipts – Pre-School Tuition Fees

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Deposit of Pre-School Tuition	Revised Date:	May, 2012
Policy: Ensure the security of assets, e.g., cash.			
The purpose of the Revenue Receipts Pre-School Tuition Fees procedure is to provide instructions how Pre-School fees are deposited.			
Completed By:	Admin. Assist. to the Assistant Superintendent for Finance and Operations	Reviewed By:	Admin. Assist. to the Assistant Superintendent for Finance and Operations
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Treasurer’s Office
Form Title:	Form 9 &10 Pre-School Deposit	Estimated Time Frame:	2 Working Days
Process for Completion:			
<p>Form 9&10 Pre-School deposit must:</p> <ul style="list-style-type: none"> • Be used to deposit Pre-School income into the Pre-School 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 Pre-School deposit form:</p> <ul style="list-style-type: none"> • Enter the Pre-School Revolving account number (SDPRSC 234 4270). • 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. <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		