



Weston Public Schools
Revenue Receipts – Weston Education Enrichment Fund

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Deposit of WEEFC Revenue	Revised Date:	May, 2012
Policy: Ensure the security of assets, e.g., cash.			
The purpose of the Revenue Receipts – WEEFC revenue procedure is to provide instructions on how funds raised by the Weston Educational Enrichment Fund Committee are deposited.			
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 WIA Revenue	Estimated Time Frame:	2 Working Days
Process for Completion:			
WEEFC Treasurer collects all funds: checks, cash, and coin.			
Form 9&10 WEEFC deposit must:			
<ul style="list-style-type: none"> • Be used to deposit WEEFC income into the WEEFC 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. • Checks are to be verified to the list provided by WEEFC and any additional backup maintained as support for donation. 			
To complete a Form 9&10 WEEFC deposit form:			
<ul style="list-style-type: none"> • Enter the WEEFC Revolving account number (82WEFD 82100-48422). • 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. • Source of should be indicated on form: On-line, Auction, Fundraiser, etc. 			
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.			
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		