



Weston Public Schools
Revenue – Food Service Daily Revenue Deposit

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Daily Food Service Deposit Verification	Revised Date:	May, 2012
Policy: Ensure the security of assets, e.g., cash.			
The purpose of the Daily Food Service Deposit form is to ensure all cash/coin and checks are verified prior to being delivered to Town Hall daily for deposit.			
Completed By:	Food Service Bookkeeper	Reviewed By:	Food Service Director
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Treasurer's Office
Form Title:	Deposit Verification	Estimated Time Frame:	Daily
Process for Completion:			
<p>To complete a Food Service Daily Deposit the Food Service Bookkeeper must:</p> <ul style="list-style-type: none"> • Count and confirm cash/coin and checks received by Café Manager. • Verify information entered by Café Managers on their Daily Revenue Form. • Verify count and Daily Revenue data to the POS Detail Report. • Sign/Initial bank deposit slip and bank bag. • Insert deposit slip into bank bag along with all cash/coin and checks received. • Seal bank bag. • Lock sealed bank bag in safe in Food Service Bookkeeper's Office. • Record the Deposit Information in Bank Log and have both Café Manger and Bookkeeper sign. • Transport the sealed bank bags received daily to Town Hall for deposit. 			
For additional information, please contact:			
Name:	Tess Sousa	Email:	sousat@weston.org
Phone:	781-786-5295	Fax:	781-786-5859
External URL:	www.westonschools.org		
Weston School Committee Policy:	Revenue from Nontax Sources, DF; Depository of Funds, DG; Fiscal Accounting and Reporting, DI; Food Service Management, EF		