



**Weston Public Schools**  
**Revenue – Food Service (Non-Catering)**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Reconciliation of Food Service Deposit to MUNIS	<b>Revised Date:</b>	May, 2012
<b>Policy:</b>			
The purpose of the Revenue – Food Service Form is to provide instructions on reconciling the daily deposits slips with the monthly MUNIS reconciliation.			
<b>Completed By:</b>	Food Service Bookkeeper	<b>Reviewed By:</b>	Food Service Director
<b>Approved By:</b>	Business Office Bookkeeper	<b>Entered By:</b>	Town Treasurer’s Office
<b>Form Title:</b>	Form 9&10 Food Service	<b>Estimated Time Frame:</b>	At months end
<b>Process for Completion:</b>			
<p>The Food Service Bookkeeper maintains a file with all the daily deposits tickets and reports to be used at month end to reconcile to the School Lunch Revolving Fund.</p> <ul style="list-style-type: none"> <li>• The file is separated by School.</li> <li>• A total is compiled for the month by running an adding machine tape.</li> <li>• Totals are entered by school (org/obj) on the Form 9 &amp; 10.</li> <li>• Three copies of the Form 9 &amp; 10 are printed.</li> <li>• All copies are taken to the Town Treasurer verifies and stamps all copies of the Form 9 &amp; 10</li> <li>• The stamped Form 9 &amp; 10’s are distributed as follows:             <ul style="list-style-type: none"> <li>➢ One copy remains with the Town Treasure.</li> <li>➢ One copy for Central Office (Case House) – these are matched with the yellow portion of the deposit slip.</li> <li>➢ One copy sent back to Food Service Bookkeeper – copy is matched with the pink/blue deposit slips and filed by month.</li> </ul> </li> <li>• Food Service Bookkeeper maintains an excel file (spreadsheet) to reconcile the School Lunch Revolving Fund.</li> </ul> <p>Form 9&amp;10 Food Service Revenue must:</p> <ul style="list-style-type: none"> <li>• Show monthly totals deposit by school</li> <li>• Provide yellow deposit ticket copies batched by school.</li> <li>• Provide three copies of A.D. Form 9 2- Town Treasurer’s office, 1-Bookkeeping Office.</li> </ul>			
<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 Nontax Sources, DF; Depository of Funds, DG; Fiscal Accounting and Reporting, DI; Food Service Management, EF		