



Weston Public Schools
General Ledger Report Food Services

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	General Ledger Report	Revised Date:	May, 2012
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Policy:

The purpose of the General Ledger Report is to track the Daily Sales and Revenue from all of the schools in the District.

Completed By:	Food Service Bookkeeper	Reviewed By:	Food Service Director
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Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Business Office Bookkeeper
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Form Title:	General Ledger Report	Estimated Time Frame:	Monthly
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Process for Completion:

To Complete the Food Service General Ledger enter Information from the POS Daily Detail report for:

- Student Breakfast, Lunch and Ala Carte Sales for each School.
- Adult Breakfast, Lunch and Ala Carte Sales for each School.
- Record all Cash and Check Prepayments for each School.
- Record all Cash Short/Over from the Registers for each School.
- Record all Tax Collected from Adult Sales for each School.
- Record all Account Money spent or Credit extended for each School.
- Record all online payments received for each School.

For additional information, please contact:

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External URL:	www.westonschools.org
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Weston School Committee Policy:	Food Service Management, EF
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