



Weston Public Schools
Revenue – EEC Grant Funds

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Requesting Grant Funds	Revised Date:	May, 2012
Policy: WPS will follow all relevant laws and regulations with regard to Federal and State Grants.			
The purpose of the Revenue – EEC Grant Funds is to outline the steps necessary to request revenue from Department of Early Education and Care on a quarterly basis.			
Completed By:	Business Office Bookkeeper	Reviewed By:	Assistant Superintendent for Finance and Operations
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Treasurer’s Office
Form Title:	EEC Web Site	Estimated Time Frame:	1 week
Process for Completion:			
<p>The Massachusetts Department of Early Education and Care (EEC) have a manual process for seeking funds. This process includes:</p> <ul style="list-style-type: none"> • The Business Office Bookkeeper provides the updated grant tracking sheets by the 25th of each month. The grant reports tie to the general ledger and provide the cash balance of the grant fund. • The Assistant Superintendent for Finance and Operations reviews the spreadsheets to ensure they accurately reflect the information contained in the general ledger. • EEC divides all grant awards into 5 equal payments for the purposes of distribution. The first two payments are automatically generated. • Beginning in the fall, the Bookkeeper must review the spending level of the grant. Revenue should be requested through the Request for Funds (RFF) sheet every two months. • In order for EEC to approve the RFF, Weston must show at least 80% of the previous receipts have been expended. • The RFF is prepared by the Bookkeeper every two months and submitted to the Assistant Superintendent for Finance and Operations review and approval. • Once approved the Bookkeeper faxes and mails an original copy to EEC. • The RFF, along with the general ledger print out and Business Office tracking sheets are filed in a notebook by fiscal year. These files are available to the auditors, as needed. • The Final Financial Report must be signed by the Assistant Superintendent for Finance and Operations and mailed to the EEC within 30 days after the close of the grant. • If there are surplus funds to be returned to EEC, a payment voucher must be processed through the Bookkeeping Office as a return of revenue funds. Attached to the payment voucher, and accompanying the check, is a copy of the Final Finance Report. 			
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		

