



**Weston Public Schools
Revolving Fund Report**

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Revolving Fund Budget Reports	Revised Date:	May, 2012
Policy: Record Keeping – auditable accounting records will be maintained.			
The purpose of the Revolving Fund Reporting is to provide actual detail of how the funds were expended.			
Completed By:	Business Office Bookkeeper	Reviewed By:	Assistant Superintendent for Finance and Operations
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Business Office Bookkeeper
Form Title:	Revolving Fund Reports	Estimated Time Frame:	1 working day
Process for Completion:			
Business Office Bookkeeper is responsible for maintaining and updating the Revolving Fund excel files.			
The Business Office Bookkeeper will:			
<ul style="list-style-type: none">• Maintain an excel spreadsheet for each Revolving Fund.• The spreadsheet will be updated twice a month and reconciled to the corresponding MUNIS YTD Budget Report.• A print out of the excel file and the MUNIS YTD Budget Report (for all Revolving Fund Accounts) will be provided to the Assistant Superintendent for Finance and Operations by the 20th of each month for review.• Maintain Revolving Fund account files by Fiscal Year for audit purposes.			
An example of a Revolving Fund spreadsheet is attached.			
For additional information, please contact:			
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Weston School Committee Policy:	Fiscal Accounting & Reporting, DI		

XXXX Revolving and Sub Accounts FY12

XXXXE Revolving Account

FY12 Receipts
XXX-XXXX

Deposit Data

Total \$ - \$ -

Acct#	FY12 Expenses Description	Amount	Total
XXX-XXX	After School Supervision		\$ -
XXX-XXX	Test Proctor		\$ -
XXX-XXX	Overtime		\$ -
XXX-XXX	Teaching Supplies		\$ -
XXX-XXX	Office Supplies		\$ -
XXX-XXX	Testing Supplies		\$ -
XXX-XXX	Other Supplies		\$ -
XXX-XXX	Other		\$ -

Total Expenses \$ -

Balance of XXXX Revolving Account \$ -

Total FY12 Receipts	\$ -
Total FY12 Expenses	\$ -
Total FY12	\$ -
FY11 Balance Forward	\$ -
Total XXXX Revolving	\$ -