

Davis School District Policy and Procedures

Subject: 6F-102 School Collections and Accounting Procedures for Student Fees and Other Funds

Index: Finance

Adopted: October 1, 2019

1. PURPOSE AND PHILOSOPHY

The Board of Education for Davis School (Board) adopts this policy to establish procedures for the orderly collection and accounting of school fees and other funds.

2. SCHOOL COLLECTIONS

- 2.1. It is the duty and responsibility of the school principal to ensure that all student fees and other funds receipted and deposited by staff assigned to their location are collected in compliance with the authorized fee schedule and financial policies as approved by the Board.
- 2.2. All monies for fees, lockers, student supplies, optional projects, yearbooks, clinics, uniforms, etc., are to be collected following this policy and District guidelines using authorized staff only.
 - 2.2.1. All money collected is to be deposited in the bank within three banking days.
 - 2.2.2. No money is to be collected by unauthorized staff, teachers, teaching assistants, or coaches unless specifically authorized by the principal.
- 2.3. Schools may collect PTA dues at the time student fees are collected with registration. All PTA dues must be immediately credited to designated PTA accounts in the school's computer system. All PTA funds shall be remitted to authorized PTA representatives within ten (10) days after each month ends.
- 2.4. Each school that allows vending machines to be utilized by students shall:
 - 2.4.1. Require that all agreements for vending machines be in writing in a contract form approved by the Board;
 - 2.4.2. Ensure that the vending machine income is used for the benefit of students
- 2.5. In the collection of school fees, schools must comply with statutes and State Tax Commission rules regarding the collection of state sales tax.

3. BUDGETING AND SPENDING REVENUE COLLECTED THROUGH FEES

- 3.1. The District fee schedule shall include an accompanying spend plan for the revenue collected from each fee charged established and maintained by the District Finance Administrator. All fees should be reported using a revenue code, a program code, and an object code.
- 3.2. Financial inequities or disproportional impact of fee waivers may not fall inequitably on any one school within the District. The District Finance Administrator shall establish procedures to identify and provide for the balancing of financial inequities among District schools so that the granting of waivers and provisions in lieu of fee waivers do not produce significant inequities through unequal impact on individual schools.

4. SCHOOL ACCOUNTING PROCEDURES

To ensure fiscal responsibility and integrity each school shall maintain the following accounting procedures.

- 4.1. Segregation of Accounting Duties
All duties associated with the collection, accounting, or disbursement of funds shall, if possible, be segregated such that no one person shall have authority in more than one

6F-102 Collection and Accounting Procedures for Student Fees and Other Funds

area. Specifically, those who receive funds shall not have authority to pay or authorize for payment any invoice without written approval by a separate individual.

4.2. Disbursements

4.2.1. All disbursements for purchases and employee reimbursements shall be made through an authorized District purchasing card or through the District Accounts Payable Office and documented by an invoice or sales slip which has been authorized by the appropriate supervisor.

4.2.2. Authorization for accounts payable payment may consist of a signature on the invoice and/or a computer system entry showing items being received in good condition.

4.2.3. All disbursements for the purpose of paying employee compensation shall be made via the District Payroll System.

4.3. Receipting

4.3.1. All monies received shall be receipted via the computer cash register at the time the funds pass from patron control to school control and be deposited in the bank within three banking day.

4.3.2. Gate receipts or funds collected during activities where a computer cash register is not available shall be sold using numbered tickets. Ticket numbers shall be recorded in a manner which allows reconciliation of the total tickets issued by price category to the total event receipts. Upon conclusion of such activities, the ticket to receipts reconciliation shall be completed, a computer cash register receipt created, and the receipts deposited in the bank within three banking days.

4.3.3. The lunch "Daily Sales Report" shall be considered adequate documentation of lunch receipts.

4.3.4. When collecting unreceipted cash, (i.e. vending, pencil machines) two people shall be present to collect and account for the monies.

4.3.5. Community Education tuition and equipment fees will be receipted into appropriate accounts.

4.4. Monies Used for Change

4.4.1. Change for use in a school shall be obtained by issuing a check in the manner prescribed by the District Finance Department prior to the first day of school or the event for which the change is required.

4.4.2. Change kept at the school shall be reported as cash on hand on the computer "location registers" screen.

4.4.3. The actual amount of cash held for change must always balance to the amount reported on the "location registers" screen.

4.4.4. Change held for cash shall be kept in a locked vault, room, or file cabinet when cash registers are not in use.

4.5. School Controlled Monies

4.5.1. Under the direction of the principal, each school may establish programs as provided in the general ledger to account for facility and vending machine proceeds.

4.5.2. These funds shall be controlled and reported through the District general ledger accounting system.

4.5.3. Consumable material fees collected by the Community Education Department or class instructor will be receipted into the Community Education account.

4.5.4. Schools may seek replacement of consumables used by the Community Education program by purchase orders which are approved by the Community Education Director.

6F-102 Collection and Accounting Procedures for Student Fees and Other Funds

- 4.6. District Funds Collected at Schools
- 4.6.1. All District funds collected at schools through fees, assessments, and tuition shall be posted to the appropriate District account at the time of receipt by the computerized cash register.
- 4.6.2. Expenditures from student fees may only be made for the identified purpose described in the spending plan for that specific student fee.
- 4.6.3. Building rental proceeds and equipment use fees generated by Institutions of Higher Education use will be calculated and invoiced by the Building Rental Coordinator. Universities/Colleges will remit proceeds directly to the District Accounting Department who will post them to the appropriate District and school building rental accounts.

4.7. Tax Exempt Status Number

The District's tax-exempt status number is to be used exclusively to make purchases for use by the District and is not for personal use by individuals, staff, or students.

4.8. Month End Financial Reporting

The District financial accounts will be reconciled monthly by the District Finance Department.

5. DISTRICT AUDIT

Periodically the District will conduct an internal audit to verify each school's compliance with the approved fee schedule and financial policies. Violations of the authorized financial policies shall be reported to the superintendent.

REFERENCES

[Utah Administrative Code R277-719-3](#) – LEA Policies Regarding Vending Machines.

DOCUMENT HISTORY

Adopted: October 1, 2019 - This policy was previously found in 6F-101 School Fees, Fee Waivers, and Provisions in Lieu of a Fee. Made non-substantive changes to reflect practice.