

# Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

**Review:  
Annually,  
in January**

## **Revenues**

**2.400**

**05/18/10**

Rescinds:

Issued:

**2.400**

**02/19/04**

### *General*

Any money collected by any school shall be documented by a written receipt.

The schools may receive funds collected from activities and for events held at or in connection with the school, including contracts with other schools for interschool events. To be included in this accounting are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions and all fund raising activities. Each principal shall determine the reconciliation method to be used for all events which require a ticket.<sup>1</sup>

The purchase of items intended for resale for profit through the schools shall be subject to sales tax based on the purchase price to the vendor providing the service or item. Resale items not intended to generate a profit shall be determined by the principal.<sup>2</sup>

### **FEES**

School fees are to be kept to a minimum and may be expended only for the purposes for which they were collected. The school shall not require any student to pay a fee to the school for any purpose, except as authorized by the Board. No fees shall be required of any student as a condition to attend the school or use its equipment.<sup>3</sup> School fees shall be waived for students who receive free or reduced-price lunches.<sup>4</sup> No student will be penalized for nonpayment of any materials fee.

### **EXTENDED SCHOOL PROGRAM**

Extended school funds shall be collected at the individual schools(s) and receipted and deposited into a special board of education bank account within three (3) days of collection per TCA Section 5-8-207. The school acts as a collection agent for the board of education. The school shall reconcile on a monthly basis the program activity with the amounts deposited. All collections shall be receipted and no funds shall be withheld by the school for petty cash.

### **FINES**

A student will be held responsible for the cost of replacing any materials or property which the student loses or damages,<sup>6</sup> including textbooks, library books, equipment and buildings. All money collected as fines shall be placed in the system-wide school fund.

## **TUITION INCOME**

Tuition collected from nonresident students shall be placed in the system-wide school fund.

## **RENTAL INCOME**

The principal will collect and remit to the central office all money received for use of a particular school facility or other school property.

## **GRANTS**

All grants managed by the Marion County Department of Education shall be presented to the Board at a regular monthly meeting for approval prior to the application for and the implementation of the grant. A brief summary of the grant, its purpose, a planned budget, and justification for its intended use should be submitted in writing. The grant shall not be implemented prior to having received Board approval and having received official notification of the grant award by means of an approved, completed grant contract from the granting agency, or its equivalent.

Prior grant approval shall be required in order to assist the Board in determining the costs/benefits of potential grants available to the system, including but not limited to the following: existing grant programs available to the system; the amount of funds available; the possibility of combining grant funds with existing resources to maximize school programs; the possibility that local matching funds are required as a condition of the grant: and the purpose for which grant funds will be used and budgeted accordingly.<sup>7</sup>

Upon board authorization, individual principals may apply for grants. The school board shall approve the application for grants at a regular monthly meeting prior to the application for and implementation of the grant. A separate restricted fund account must be established when grants are received directly by internal school funds.

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### Legal References:

1. TCA 49-2-110(a)
2. TCA 67-6-102
3. TCA 49-6-3001(a) ; TCA 49-2-110(b)
4. TCA 49-2-114
5. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-32
6. TCA 37-10-101; 102
7. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-31

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### Cross References:

Student Activity Fund Management 2.900  
Nonresident Students 6.204  
Student Solicitations/Fund-Raising 6.701  
Student Fees and Fines 6.709