

# Decatur County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Revenues</b>	Descriptor Code: <b>2.400</b>	Issued Date: <b>07/13/17</b>
		Rescinds: <b>2.400</b>	Issued: <b>04/10/03</b>

## 1 *General*

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

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

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

## 11 **FEES**

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

## 17 **EXTENDED SCHOOL PROGRAM**

18 Extended school funds shall be collected at the individual schools and receipted and deposited in the  
19 school bank account. The principal shall report the collections and pay the board by school check.<sup>5</sup>

## 20 **FINES**

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

## 24 **TUITION INCOME**

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

## 1 RENTAL INCOME

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

## 4 GRANTS

5 Grants for educational purposes made available by the state and/or federal government may be sought  
6 by the school system but only when the conditions of their availability are in harmony with the  
7 purposes and policies of the board and the laws of the state and county. Principals may apply for and  
8 receive grants, but funds must be recorded in a separate restricted fund account.<sup>7</sup>

## 9 GIFTS AND BEQUESTS

10 The director of schools is authorized to accept gifts to the school system and may designate others to  
11 accept gifts for particular schools on behalf of the board.<sup>8</sup> The board will officially express  
12 appreciation to the donor and all major gifts shall be reported to the board and publicly announced.

13 In instances where the director of schools or his/her designee doubts the appropriateness or usefulness  
14 of an offered gift, the gift may be declined, or the matter referred to the board.

15 In accepting gifts and donations, the following guidelines shall be followed:

- 16 1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise  
17 placed on school premises shall for all intents and purposes be a gift and shall become school  
18 system property subject to the same controls and regulations that govern the use of other  
19 school-owned property.
- 20 2. Contributions of equipment or services that may involve major costs for installation,  
21 maintenance, or initial or continuing financial commitments from school funds shall be  
22 presented by the director of schools' office for board consideration and approval.
- 23 3. Individuals or organizations wanting to contribute supplies or equipment will consult with  
24 school officials about the feasibility of accepting such contributions prior to the solicitation of  
25 funds or the making of budgetary appropriations.
- 26 4. A list of supplies and equipment which have been contributed shall be reported to the board by  
27 the director of schools' office annually.

## 28 INVESTMENT EARNINGS

29 The building principal, with consent of the director of schools, is authorized to invest excess funds of  
30 the school in savings accounts.<sup>9</sup> Interest earned on general fund accounts shall be credited to general  
31 fund revenue. Interest earned on restricted fund accounts shall be credited to revenue in each restricted  
32 account.

33 School food service funds shall be kept separate from other school funds and interest earned on food  
34 service fund deposits shall be credited to food service revenue.

1 All funds shall be deposited into accounts fully protected by sufficient collateral.

2 Reports of the investments shall be made to the board semi-annually.

3 **DEPOSIT OF FUNDS**

4 All income payable to the board will be deposited with the county trustee, who will credit it to the  
5 appropriate account.

6 *Individual Schools*

7 All money collected at the building level must be cleared through the principal's office.

8 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.<sup>10</sup>

9 Deposit slips must be completed in duplicate. All checks should be listed individually on the deposit slip  
10 or an attached list, itemizing the name of the payer and the amount. The receipt numbers comprising the  
11 deposit should be written on the deposit slip. The validated duplicate deposit slip or the duplicate deposit  
12 slip with deposit receipt attached should be given to the bookkeeper.

13 Monies collected at the building level must be deposited to one of three bank accounts:<sup>11</sup>

- 14 1. General School Fund/Restricted Accounts;  
15 2. School Food Service; and  
16 3. Savings.

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Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102 (77)-(79).
3. TCA 49-6-3001(a) ; TCA 49-2-110(c)
4. TCA 49-2-114
5. *Tennessee Internal School Uniform Accounting Policy Manual, Section 4-40*
6. TCA 37-10-101, 102
7. *Tennessee Internal School Uniform Accounting Policy Manual, Section 4-39*
8. TCA 49-6-2006(a)
9. *Tennessee Internal School Uniform Accounting Policy Manual, Section 6-1*
10. *Tennessee Internal School Uniform Accounting Policy Manual, Sections 4-22, 6-2*
11. *Tennessee Internal School Uniform Accounting Policy Manual, Section 4-2, 6-1*

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Cross References

- Fundraising Activities 2.601  
Student Activity Fund Management 2.900  
Nonresident Students 6.204  
Student Fees and Fines 6.709

