

Hardin County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 11/04/02
		Rescinds:	Issued:

1 *General*

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

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

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

14 **FEES**

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16 School fees are to be kept to a minimum and may be expended only for the purposes for which they
17 were collected. The purpose and amounts of all fees must have the approval of the Board. No fees
18 shall be required of any student as a condition to attend the school or use its equipment.³ School fees
19 shall be waived for students who receive free or reduced-price lunches.⁴ No student will be penalized
20 for nonpayment of any materials fee.

21 **EXTENDED SCHOOL PROGRAM**

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23 Extended school funds shall be collected at the individual schools and receipted and deposited in the
24 school bank account. The principal shall report the collections and pay the Board by school check.⁵

25 **FINES**

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

30 **TUITION INCOME**

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

33 **RENTAL INCOME**

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

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

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

Cross References:

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