

Hancock County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 04/09/15
		Rescinds:	Issued:

1 *General*

2

3 Any money collected by any school shall be documented by a written receipt and recorded
4 appropriately in the school's financial documents. The school may receive funds collected from
5 activities and for events held at or in connection with the school, including contracts with other schools
6 for interschool events. To be included in this accounting are all monies collected by the school from
7 athletics, entertainments, school clubs, fees, concessions, and all school fund raising activities. ¹

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9 The purchase of items intended for resale for profit through the schools shall be subject to sales tax
10 based on the purchase price to the vendor providing the service or item. ²

11

12 **FEES**

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14 School fees may be charged only to students in grades 9 - 12 who do not qualify for free/reduced
15 lunch. These fees must be kept to a minimum and may be expended only for the purposes for which
16 they were collected. The school shall not require any student to pay a fee to the school for any purpose,
17 except as authorized by the Board.

18

19 No fees shall be required of any student as a condition to attend the school or use its equipment. ³
20 School fees shall be waived for students who receive free or reduced-price lunches. ⁴

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22 **EXTENDED SCHOOL PROGRAM**

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24 Extended school funds shall be collected at the individual schools and receipted and deposited in the
25 school's ESP account. The principal/designee shall monthly report the collections and submit such by
26 school check⁵ to the Central Office for appropriate deposit into the system's ESP account. ⁵ All
27 revenue collected by employees of the ESP program must be properly receipted and then deposited
28 into the
29 appropriate ESP account within the allowed three (3) calendar days.

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31 **FINES**

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33 A student will be held responsible for the cost of replacing any materials or property which the student
34 loses or damages, ⁶ including textbooks, library books, equipment and buildings.

35

36 All money collected for the replacement of materials or property which the student loses or damages,
37 including textbooks, equipment and buildings shall be placed in the appropriate system account.
38 Money collected as fines or damage, including loss, of library books shall be placed in the applicable
39 school account.

1 All money collected as fines, shall be placed in the school fund.

2 **TUITION INCOME**

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

4 **FUNDS**

5 Funds for educational purposes made available by the state and/or federal government may be sought
6 by the school system only when the conditions of their availability are in harmony with the purposes
7 and policies of the Board and the laws of the state and country. Principals may apply for and receive
8 grants, but funds must be recorded and received through system wide school funds.⁷

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102 (77)(A)
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 4-40
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