

MANCHESTER CITY SCHOOLS
Policy Manual

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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 inter-school events. To be included in this accounting are all monies collected from lunch rooms, athletics, entertainment, 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.¹

The purchase of items intended for resale or 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.²

FEES

School fees are to be kept to a minimum and may be expended only for the purposes for which they were collected. The purpose and amounts of all fees must have the approval of the Board. No fees shall be required of any student as a condition to attend the school or use its equipment.³ No student will be penalized for non-payment of any materials fee.

EXTENDED SCHOOL PROGRAM

Extended School funds shall be collected at the individual schools and receipted and deposited in the District bank account.⁴

FINES

A student will be held responsible for the cost of replacing any materials or property which the student loses or damages,⁵ 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 non-resident 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

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.⁶

Legal References:

1. [TCA 49-2-110\(a\)](#)
2. [TCA 67-6-102](#)
3. [TCA 49-6-3001\(a\);](#)
[TCA 49-2-110\(c\)](#)
4. [TCA 49-2-114](#)

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5. [TISUAPM Section 4, Title 9 Extended School Program](#)
6. [TCA 37-10-101,](#)
[TCA 37-10-102.](#)
7. [TISUAPM Section 4, Title 9 Grants](#)

Cross References

- [2.900 Student Activity Fund Management](#)
- [6.204 Attendance of Non-Resident Students](#)
- [6.701 Student Solicitations/Fundraising Activities](#)
- [6.709 Student Fees and Fines](#)