

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b> <b>PROCEDURES FOR COLLECTING AND RECORDING STUDENT FEES, FINES AND CHARGES</b>	<b>NUMBER: AR 9.7(27)</b> <b>RULE</b>
<i>Executive Limitation: EL 9, Asset Protection (9.7 – Fund Management Practices)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 3/8/04                      Revisions:</i>	
<b>Origin as Board Of Education Policy:</b> <i>Established: n/a                      Revisions:</i>	

Student fees, fines and chares shall be collected and recorded in accordance with the following:

1. Building principal shall be responsible for the accurate and timely collection of monies due the district from fees, fines and charges. Receipts shall not be used to cash employee or student checks.
2. At the close of each quarter, the building principal shall send a letter requesting payment to all parents/guardians of students with outstanding obligations. Payment, based upon this letter, shall be due within fifteen (15) days of mailing unless special arrangements are made with the building principal.
3. Parents/guardians shall be made aware of year-end obligations by June 15<sup>th</sup>. Payments of such obligations must be made by June 30<sup>th</sup> unless special arrangements are made with the building principal.
4. At least once each year, the Director of Business & Auxiliary Services shall review all uncollected receivables and determine for each case whether or not legal or other extended methods of collection should be implemented. The Director of Business & Auxiliary Services shall approve for write-off any account that in his/her judgment remains uncollectible at the end of the fiscal year.
5. The Director of Business & Auxiliary Services shall report to the Board for appropriate action any uncollectible receivable in excess of \$50 after normal efforts to collect have been exhausted.
6. Student fees, fines and charges collected shall be recorded in accordance with procedures established for the collection and documentation for general fund revenues.

**Cross Reference:**

AR 9.7(27)– Student Fees, Fines and Charges