

Board Policy Document

BUSINESS PROCEDURE

Series 800

Policy Title: Local-State-Federal-Miscellaneous Revenue

Code Number: 802.1

Persons designated by the Superintendent or his/her designee to receive revenues on behalf of the District shall deposit those revenues in a timely manner into a depository institution designated by the Board ~~on the same day they are received~~.

Revenue, from whatever source, shall be accounted for and classified under the official accounting system of the District. District funds from all sources shall not be used for private gain or political purposes.

The Board authorizes certain student fees. Fees may be paid either at the student's attendance center or online. It shall be the responsibility of the Superintendent or his/her designee to recommend to the Board when fees will be charged and the amount of the fees.

Fees received by the District shall be deposited in the general fund. The fees for kindergarten through twelfth grade during the regular academic school year shall be set by the Board in compliance with current law. Fees for summer school and traffic education shall be set by the Board prior to the offering of the program.

Rental fees received by the District for the rental of District equipment or facilities shall be deposited in the general fund.

Proceeds from the sale of real property shall be placed in the fund that the property was originally purchased from. However, following a properly noticed public hearing, the Board may elect to deposit proceeds from the sale of real property or buildings into any fund under the control of the District. Notice for the public hearing must be published in a newspaper of general circulation within the District not less than ten and no more than twenty days prior to the proposed public hearing. Notice of the public hearing must include the date, time and location of the public hearing, and a description of the proposed action. The proceeds from the sale of other District property are placed in the general fund.

See Board Policy 801.1—Depository of Funds, and 505.11—Student Fees/Fines/Rentals.

First Adoption: January 27, 1998

Revision Adoption: March 23, 2004/January 25, 2010/April 13, 2015/April 27, 2020

Legal Reference: Iowa Code Chapters 12C; 257; §§ 279.8; 282.6, .24; 291.12; 297.9-.12, .22; 301.1