

**MIAMI TRACE LOCAL SCHOOL DISTRICT**  
**FEE COLLECTION PROCEDURES**

Staff members are required to follow district management and control procedures and submit proper documentation for the accountability of all funds charged and collected. All monies received and expended are public funds and **MUST** be recorded in the district records. The established procedures help to protect the taxpayers, district, students and staff.

Individuals responsible for fee collections are required to read and sign this document **PRIOR** to any fee collections and submit the executed document to the treasurer. By signing this document, individuals are acknowledging their understanding and agreement to follow the procedures. Failure to follow the procedures may result in suspension or loss of ability to conduct fee collections or disciplinary action by supervisors. A new form must be completed for each school year.

**Per Board Policy #6152:** All fees charged to students are required to be board approved. Fees must be approved **PRIOR** to collection. Examples include: consumable instructional supplies, pay to participate fees, uniform/apparel fees, equipment fees, dues, field trip fees and camp fees.

Consumable instructional supplies may be waived if a student is on free lunch. Pay to participate fees may be waived if a student is on free or reduced lunch per board action. Field trip fees for educational field trips on school days may be waived for financial inability to pay per Board Policy #2340. All other fees cannot be waived unless specifically approved by the board of education.

**Per Board Policy #6152:** Uniform or apparel fees, including fund raising items sold at cost to students, must be paid in full **PRIOR** to receiving merchandise. In addition, students may not participate in a contest until all fees are paid in full. Fees for supplies and equipment should be the actual amount, including any miscellaneous charges such as screen fees, plus shipping and/or handling charges. The fee charged may be rounded to the nearest quarter. The intent is not to make a profit.

Fees for dues, uniforms/apparel and equipment are non-refundable. Fees for field trips, camps and activities are refundable if requested prior to the activity for which the fee is charged or if a student is unable to participate. Fees for consumable instructional supplies may be refunded on a pro-rated basis depending on the withdrawal date.

The following staff members are responsible for submission of accountability documentation to the treasurer's department:

Building Secretaries – Consumable Instructional Supplies – DASL system  
Treasurer's Staff – Pay to Participate  
Club/Activity Leaders – Dues, Field Trips, Activities  
Coaches and/or Directors – Uniforms/Apparel, Equipment, Camp & Activity Fees

**Required documentation for fees to be submitted by the responsible individual as referenced above:**

1. **Fee Collection Form:** This form is supplied by the treasurer's department after the fees have been approved by the board. This completed form is to be submitted at the end of collection for all fees to account for the funds charged and collected. Fees for events or participation must be collected in advance, and fees for apparel, uniforms or other objects must be collected prior to distribution of the items. Fee collections for dues must be completed by September 30 of the current school year or within two weeks of a new student to the district joining a club. Consumable instructional supply fees do not require a fee collection form. They will be maintained on the DASL system.

2. Spreadsheet or List: This is an additional form that is to be attached to the fee collection form and submitted at the conclusion of collection. It shall include the following information: Student Name, Amount Paid and Date Paid.
3. Receipts: Students are to be provided pre-numbered receipts for any fees paid or may sign and date the spreadsheet referred to in #2 above, acknowledging that they paid their fees. Count the money that is being turned in before the student is permitted to sign the spreadsheet for the amount listed as paid. Initial the signature if agree. The total of the receipts should match the pay-in to the building cashier on the respective, depositing date. Pre-numbered, duplicate receipt books will be provided by the treasurer's department. The duplicate receipts are to be submitted with the completed fee collection form.

My signature below acknowledges that I have read the above procedures regarding fee collections. In addition, I understand that I am responsible for following all board policies and procedures and non-compliance may result in suspension or loss of ability to conduct fee collections or disciplinary action by supervisors.

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Signature

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Date

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Name (printed)