

STUDENT FEES, FINES, AND CHARGES

FP  
(REGULATION)

Collection of money by classroom teachers, **COACHES**, and other personnel shall be done in strict compliance with FP(LEGAL) and FP (LOCAL), preceding, and in accordance with the following procedures:

1. The money collected must be turned over to the school ~~clerk~~ **SECRETARY**, business agent, or the principal when the aggregate amount exceeds \$25.00 or a minimum of once-a-week.
2. A receipt must be issued to the person turning in money at the collection point.
3. Employees are discouraged from leaving any monies in desks or file cabinets.
4. **EMPLOYEES ARE DISCOURAGED FROM TAKING HOME ANY MONIES COLLECTED FOR AFTER HOUR EVENTS. ALL MONIES FOR AFTER HOUR EVENTS ARE TO BE COLLECTED AND SECURED IN THE CAMPUS VAULT BY THE ADMINISTRATOR OVERSEEING THE EVENT(S).**
5. Employees who hold funds and remit them for deposit at a later date are responsible for said funds.

Any employee who does not follow the above procedures will be held accountable and expected to reimburse the school in case of loss or theft.