

<b>Policy Number:</b> F 005	<b>Title:</b> Community Fiscal Record Keeping Policy
<b>Performance Standard:</b>	<b>Original Date:</b> 8/2006
	<b>Policy Council Approval/Revision:</b> 1/2013 1/2018 3/2024 <b>BOE Approval:</b> 1/2018 3/2024

**POLICY:**

Community students are students enrolled in the McPherson/Marion County Head Start program as part of the collaboration with the area school districts. All community children served in this program will pay tuition, unless the Head Start Director and Assistant Director of Family and Community approve other arrangements. Tuition payment will be received each month according to the current tuition rates for each child served. These funds are automatically deposited into the district account used for the needs of the community students. The Fiscal Secretary (FS) will maintain and balance this account, transferring funds USD 418 Central Office into the appropriate accounts. Income distribution will be determined and recorded through the community funds procedure and will be recorded with corresponding account numbers. Fiscal records will be kept by the FS who will track the income received and the outgoing expenses for this program.

**PROCEDURE:**

1. One time per month, the Family Advocate will support parents in collecting tuition funds.
2. Monthly statements will be mailed to tuition paying families.
3. The FS will record the tuition transaction in the community funds spreadsheet.
4. The FS will prepare a deposit slip which is then sent to the AR clerk.