

	ABERDEEN SCHOOL DISTRICT	NEPN Code: JQ-R
	POLICIES AND REGULATIONS	

REGULATIONS: FINES ACCOUNT

1. The Fines Account category of the Trust and Agency Account shall contain reimbursement funds collected from students because of the following:
 - a) Loss or damage to textbooks or other instructional materials under their care
 - b) Vandalism
 - c) Damage to equipment or failure to return equipment and/or miscellaneous items that are checked out
2. Funds will be dispersed from the Damage Reimbursement account as follows:
 - a) All money collected for textbook loss or damage will be spent for the replacement or repair of instructional materials.
 - b) All money collected for vandalism shall be returned to the building maintenance fund.
 - c) All money collected for equipment loss or damage will be returned to the building capital outlay fund to replace lost or damaged items.
 - d) All other funds shall be used as a contingency fund to supplement other line items when needed.
3. A complete accounting of all transactions from the Fines Account will be presented monthly in the cash flow report for approval by the Board.

FORMERLY: Policy 3522
ADOPTED: May 23, 1995
REVISED: June 12, 2000
REVIEWED: August 14, 2006
REVISED: October 22, 2012