

MANAGEMENT SUPPORT SERVICES

Uncollected Non-Tax Revenue

The District will make an effort to collect all revenues due from federal, state, local, and non-tax sources. At the first meeting in a new fiscal year, the superintendent/designee will prepare a list of uncollected non-tax revenues from the past fiscal year including but not limited to unpaid rentals, fines, fees, and other charges and the actions that have been taken to collect the receivables. If not collected by December 30, the Board will declare the remaining receivables as uncollectible.

- The District will deny any group or individual the use of facilities in the event that an obligation remains to the District.
- The District will not release any transcript, grade, or diploma to a student who has not made restitution for damages or who has not paid all outstanding bills.
- The District may make a payroll deduction for any staff member with outstanding fines, fees, or other charges.

Legal References:

RCW 28A.635.060 Defacing or injuring school property – Liability of pupil, parent, or guardian – Withholding grades, diploma, or transcripts – Suspension and restitution – Voluntary work program as alternative – Rights protected

Adoption Date: October 23, 1985

Revised: May 23, 2001

Revised: March 26, 2003