GUIDELINES AND PROCEDURES FOR
SCHOOL TUITION COLLECTIONS

Parishes, Parish Elementary Schools, and Related Organizations/Activities
Revised: January, 2013

The following guidelines and procedures have been recommended by the Diocesan Task Force for
Financial Policies for parish, parish elementary school, and parish related organizations.

GENERAL GUIDELINES AND PROCEDURES

School Tuition Collections

a) School Tuition Collections are Handled Properly
Checks received for tuition and fees are restrictively endorsed. Pre-numbered receipts are issued for cash
payments of tuition and fees. Parents should be discouraged from paying by cash. The tuition collections
are recorded and reconciled to the student accounts. Tuition collections are reconciled to total tuition
revenues recorded on the parish financial records. Separate individuals should be responsible for the
custody and recording of tuition collections.

b) Adequate Physical Safeguards
Tuition collections should be deposited as soon as possible. Until a timely deposit can be made, tuition
collections should be locked in a safe under dual control.

c) Administration of Student Accounts
Document a standard policy for recording tuition and any school fees. Ensure that late fees are applied to the
appropriate student account. Establish fees and guidelines for processing NSF checks. Monitor to enforce
that all appropriate fees are applied and collected.

d) Tuition Collection Plan
On a monthly basis, outstanding tuition balances should be identified and reviewed to determine if it is
collectible. Establish a plan for the collection of past due tuition. Payment plans and reminder notices should
be utilized to collect past due tuition. To identify past due tuition, document all students registered under
different tuition plans to monitor the accuracy of revenue collected on an on-going basis. Uncollected tuition
should be written off after review and approval of the Pastor and the Finance Council. Tuition waivers should
be documented and approved by the Pastor and the Principal. Schools may use tuition collection
management companies.

e) Payments Received are a Segregated by Type
Payments received are separately recorded by type, such as, tuition (current year and previous year,
kindergarten, first through eighth grade), fees, books, fundraising, and scholarships. Separating income by
type will aid in reconciling and reporting actual tuition received.

f) Monitoring Tuition Received, Deposited, and Reported
Regular comparisons using records of tuition receipts to bank deposit information should be completed.
Discrepancies should be documented, investigated, and resolved. Depending on the results of the
comparison, recording procedures should be modified to reduce the discrepancies between funds received
and deposited. This will provide accessible information and support for tuition-related questions and correct
information for reporting purposes.
Other School Collections

a) Other School Collections are Handled Properly
Pre-numbered receipts are issued for all other school collections. Receiving, processing, and recording other collections are completed by different individuals.

b) Adequate physical safeguards
Collections should be deposited as soon as possible. Until a timely deposit can be made, other school collections should be locked in a safe under dual control.

c) Cash Sales at School Events
For cash sales at school events, tickets need to be pre-numbered and different colors or types of tickets should be used depending on the purchaser (student or adult, discount or full price). The first and last number of the tickets used for each event should be recorded, and the cash collected should reconcile with the numbered tickets which have been sold. A logbook or journal should be kept to record these transactions and to ensure that there are no unexplained gaps or overlaps in the sequence of tickets.

Food Service Program

a) Cost Center
Create a separate Cost Center.

b) Deposit Receipts
Accept daily deposits for lunch order payments. Verify the accuracy of the deposits.

c) Adequate Physical Safeguards
Monies should be deposited daily. Until a timely deposit can be made, receipts should be locked in a safe under dual control with limited access. Religious Education Collection of Past Due Tuition. Reconcile daily sales to deposit by an independent person.

Religious Education Tuition

a) Tuition Collections are Handled Properly
Pre-numbered receipts are issued for all revenue collections. Collections should be deposited on a regular basis and secured under dual control.

b) Administration of Student Accounts
Document all students registered under different tuition plans to determine the accuracy of revenue collected on an on-going basis.

c) Tuition Collection Plan
On a regular basis, outstanding tuition balances should be reviewed to determine if it is collectible. Establish a plan for the collection of past due tuition. Payment plans and reminder notices should be utilized to collect past due tuition. To aid in identifying past due tuition, document all students registered under different tuition plans to determine the accuracy of revenue collected on an on-going basis. Uncollected tuition should be written off only upon review and approval of the Pastor and the Finance Council. Document unpaid tuition and tuition waivers.