

# Proposed

## 5420 - Rental Accountability

*Building, Grounds, Equipment - Washington County School District - Approved 8-5-87*

### 3. Procedure

The following procedures are to be used when renting District-owned band **and orchestra** equipment to students, and the handling of funds derived from the rentals. These procedures are consistent with the District's purchasing, inventory, and control policies:

3.1 Funds collected from students who rent District-owned band equipment are to be properly receipted at the school **by the school finance secretary** and deposited in a specific account. **Money is not to be collected by the teacher.**

~~3.2. The proceeds collected are to be paid to the school District office on a monthly basis during the school year.~~

~~3.3. Schools will be allowed to hold back no more than 10% of the funds collected to cover refunds. Once all refunds are disbursed at the end of the year, the account should be zeroed out by final payment to the District.~~

**3.2. Funds collected are to be used for maintenance and repair of school owned instruments including but not limited to repairs, replacement of equipment, mallets, strings and drum heads.**

~~3.4.~~ **3.3.** When District-owned band instruments are in need of repair, the requisition procedure for the use of District funds is to be used as outlined in Board policy.