

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: May 24, 2021

TO: Middle and High School Principals and Administrative Assistants

FROM: John Larsen, Business Administrator
Dan Ellis, Director of Accounting, Budgets, and Audits
Jason Mott, Accountant/Internal Auditor

SUBJECT:
Fee Waivers

In previous years, the accounting department sent a memorandum to each secondary school in May reporting an amount due to the district equal to the textbook portion of your registration fees collected reduced by student fees waived. Because school checkbooks were moved to the district this year and all school accounting is now recorded in Skyward Finance, the accounting department will no longer be sending that memorandum and will record these transfers for you.

The accounting department has already moved the textbook portion of registration revenue from the activity account (program 2160) to a District level account. This amount was determined by multiplying the textbook fee by the October 1 enrollment count.

In order to account for fee waivers correctly and report to the State in a timely manner, we ask that all fee waiver payments be applied in Skyward no later than Tuesday June 8, 2021. After you have finalized all fee waivers, we will clear out account 21 L xxx 0000 9513 888, where fee waiver payments have aggregated throughout the year and move them to a district expense account.

Thank you.