

Intradistrict Communication

Date: January 3, 2022

To: High School Principals
Administrative Assistants

From: John Larsen, Business Administrator
Daniel Ellis, Director of Accounting and Audits
Natalie Grange, Accounting Administrator

Subject: **Parking Permit Fee Procedures**

As discussed in Principal's meeting earlier this year, the collection and expenditure of parking permit fee revenue in high schools is being adjusted to ensure compliance with State school fee law. The objective is to match the revenues being collected for this "fee" to the expenditures associated with maintenance of high school parking lots, which are made from capital projects fund at the district level. The following memo outlines the modifications that will be made this year.

All high schools are allowed to transfer the FY22 beginning balances in their parking program to their Fund 21 2000 program. Parking tickets, boots, fines etc. will continue to function as they do now and will continue to be collected in program 2167. These revenues are not subject to the sweep and are left for the school's use.

A new program, 3698, was created in each high school's fund 21 account to track parking permit fees. The account for your parking permit bill code was remapped to program 3698. The school will continue to sell permits and collect fees as usual, using the bill codes you currently use. Every month accounting will transfer the revenue you collect in this program to the district capital project funds. All parking permit fees collected through December 2021 have already been moved.

To replace this revenue, \$8 per student was added to your school's in lieu budget and will be part of the annual school allocation process moving forward. Having this money in the in lieu program gives you much more flexibility as the funds are generally unrestricted and more usable at the school level.

Please review these adjusted procedures and contact Natalie Grange (801) 567-8312 with any questions or concerns.