



Two Types Of AR

Balance Forward:

Each month the ending balance is transferred to a beginning balance. Payments are made to the general balance. (Visa works this way)

Open Item:

The specific items are retained in the account and are paid for one item at a time (MySchoolAccounting works this way)

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AR in Schools

• OK For:

- Fines
- Unpaid Class Fee
- Unpaid Book Deposit
- Lost Book Fine
- Breakage Fine

• NOT OK For:

- Yearbooks
- Cheer Uniforms
- Trips to New York

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Remember

Remember that an AR item is a LOAN to the student.

OK for items like class fees which didn't require a CASH OUTLAY by the School.

NOT OK for items like Yearbook which DID require a CASH OUTLAY by the School.

A SCHOOL IS NOT A BANK.

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District Policy

It is good practice to ask your administrators to draft a policy for adoption by the School Board.

- 1. General guidelines on when AR is allowed.**
- 2. General guidelines on when to WRITE OFF old AR.**
- 3. General guidelines on enforcement and collection.
Example: Withhold printed diploma if fees unpaid.**

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4 ways to enter AR

- **Fee Sheet**
- **Student Control Center**
- **Remote fines**
- **Download from Library etc.**
- **Unpaid registration Fees**

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