

CHAPTER XIV SCHOOL FUND

172. Trust or society not to collect fees, etc. schools to grant receipts for fees, etc., collected by it— (1) No fee, contribution or other charge shall be collected from any student by the trust or society running any recognised school; whether aided or not.

(2) Every fee, contribution or other charge collected from any student by a recognised school, whether aided or not, shall be collected in its own name and a proper receipt shall be granted by the school for every collection made by it.

173. School fund how to be maintained— (1) Every School Fund shall be kept deposited in a nationalised bank or a scheduled bank or any post office in the name of the school.

(2) Such part of the School Fund as may be approved by the Administrator, or any officer authorised by him in this behalf, may be kept in the form the Government securities.

(3) The Administrator may allow such part of the School Fund as he may specify in the case of each school, (depending upon the size and needs of the school) to be kept as cash in hand.

(4) Every Recognised Unaided School Fund shall be kept deposited in a nationalised bank or a scheduled bank or in a post office in the name of the school, and such part of the said Fund as may be specified by the Administrator or any officer authorised by him in this behalf shall be kept in the form of Government securities and as cash in hand respectively :

Provided that in the case of an unaided minority school, the proportion of such Fund which may be kept in the form of Government securities or as cash in hand shall be determined by the managing committee of such school.

174. Withdrawal from School Fund— Withdrawals from the School Fund or Recognised Unaided School Fund, as the case may be, shall be made jointly by the head of school and the manager of such school, or jointly by the head of the school and by any duly authorised member of the managing committee, where the head of the school is also the manager of the school.

175. Accounts of the school how to be maintained— The accounts with regard to the School Fund or the Recognised Unaided School Fund, as the case may be, shall be so maintained as to exhibit, clearly the income accruing to the school by way of fees, fines, income from building rent, interest, development fees, collections for specific purposes, endowments, gifts, donations, contributions to Pupils' Fund and other miscellaneous receipts, and also, in the case of aided schools, the aid received from the Administrator.

176. Collections for specific purposes to be spent for that purpose— Income derived from collections for specific purposes shall be spent only for such purpose.

177. Fees realised by unaided recognised schools how to be utilised—
(1) Income derived by an unaided recognised schools by way of fees shall be utilised in the first instance, for meeting the pay, allowances and other benefits admissible to the employees of the school :

Provided that savings, if any from the fees collected by such school may be utilised by its managing committee for meeting capital or contingent expenditure of the school, or for one or more of the following educational purposes, namely :—

- (a) award of scholarships to students;
- (b) establishment of any other recognised school, or
- (c) assisting any other school or educational institution, not being a college, under the management of the same society or trust by which the first mentioned school is run.

(2) The savings referred to in sub-rule (1) shall be arrived at after providing for the following, namely :—

- (a) pension, gratuity and other specified retirement and other benefits admissible to the employees of the school;
- (b) the needed expansion of the school or any expenditure of a developmental nature;
- (c) the expansion of the school building or for the expansion or construction of any building or establishment of hostel or expansion of hostel accommodation;
- (d) co-curricular activities of the students;
- (e) reasonable reserve fund, not being less than ten per cent, of such savings.

(3) Funds collected for specific purposes, like sports, co-curricular activities, subscriptions for excursions or subscriptions for magazines, and annual charges, by whatever name called, shall be spent solely for the exclusive benefit of the students of the concerned school and shall not be included in the savings referred to in sub-rule (2).

(4) The collections referred to in sub-rule (3) shall be administered in the same manner as the monies standing to the credit of the Pupils Fund as administered.

178. Amount received for scholarships to be spent for that purpose— Every amount received by the managing committee of any school, whether aided or not, for payment of scholarships to the students shall be utilised solely for payment of such scholarships and proper receipts shall be obtained from the students to whom scholarships are paid and shall be preserved by the managing committee for the inspection of the Director or any officer authorised by him in this behalf.

179. Aided schools to keep accounts of all income— (1) Every aided school shall keep accounts of income from all sources and of all expenditure in the form in which such accounts are maintained immediately before the commencement of these rules.

(2) The accounts of the school shall be open to inspection by the auditors and inspecting officers authorised by the Director, and also by any officer authorised by the Comptroller and Auditor General of India.

180. Unaided recognised schools to submit returns— (1) Every unaided recognised private school shall submit returns and documents in accordance with Appendix II.

(2) Every return or documents referred to in sub-rule (1), shall be submitted to the Director by the 31st day of July of each year.

(3) The account and other records maintained by an unaided private school shall be subject to examination by the auditors and inspecting officers authorised by the Director in this behalf and also by any officers authorised by the Comptroller and Auditor General of India.