

## Response to Questions on the FY 2017 Budget

**Request By:** Supervisor Cook

**Question:** During deliberations on the Infrastructure Financing Committee, it was learned that the “Community Use” charges are set by each school and the funds collected are retained by the school itself, for use in the discretion of the principal. It was noted this situation may be appropriate for review, but took no further action as a committee. Now, however, it would be useful to gather additional information about such funds.

Therefore:

- a) What are the criteria used by FCPS to set the Community Use fees? If criteria are established on a per school basis, please explain why and how the individual school criteria are set. Please also identify who sets the fees and the criteria.
- b) What are the amounts collected by each school for Community Use fees in each of the last three years?
- c) Are the fees collected retained by the individual school? If so, what guidelines govern the spending and who is responsible for making the spending decisions. How are the Community Use funds spent?

**Response:** The following response was prepared by Fairfax County Public Schools (FCPS):

Community Use fees are not set by individual schools but are approved by the School Board through regulations, policies, and notices. The documents that govern community use in FCPS buildings and property are Regulation 8420 which governs community use of facilities, Notice 8420 which establishes current community use fees, and Regulation 8428 which governs the remittance of fees.

The Community Use Section researches fees from surrounding jurisdictions every two to three years to ensure FCPS is charging a reasonable rate and submits these recommendations to the School Board for approval. This past fall a community use study was completed by our Department of Facilities and Transportation which included six local jurisdictions. The results of the survey found that FCPS’ rental and fee rates are in line with other jurisdictions with one exception, FCPS’ fees for custodial personnel are lower than four of the six jurisdictions reviewed. As a result, the custodial fee is being increased in FY 2017.

All fees collected by the Community Use Section are reflected in the revenue section of the School Operating Fund (SOF) under Tuition, Fees, and Other or in Work Performed for Others. Once a month, the Community Use Section distributes funds to local schools using Regulation 8428 as a guide. Local schools receive 15 percent of rental fees; 100 percent of certain special fees, excluding fees for air conditioning, heating, field lights, kitchen equipment, and weekend utilities; and 92.35 percent of personnel fees and work performed for others. Personnel fees are used by schools to pay for the custodians who must open, clean, and close the building for a community use event. Special fees can be used to help maintain and replace building and equipment that experience usage through community use. Residual revenue after distribution of the schools share is used to offset FCPS utility costs and the Federal Insurance Contribution Act (FICA) tax. Local schools follow Regulation 5810, which governs local school spending. Schools may place rental

fees in the Educational Contingency Account which can be used to supplement or support staff development, planning meetings and special functions. The chart below reflects the total revenue FCPS has received for community use from FY 2013 through FY 2015 and the allocation of funds distributed to schools and kept centrally.

	Community Use Revenue			Allocation of Funds	
	FY 2013	FY 2014	FY 2015	School Operating Fund	Individual Schools
<b>Work Performed for Others</b>	\$ 1,642,605	\$ 1,784,568	\$ 1,628,384	7.65%	92.35%
<b>Personnel Revenue</b>	1,365,372	1,387,157	1,534,350	7.65%	92.35%
<b>Facilities Use - Rental Income</b>	1,271,072	1,264,124	1,449,227	85.0%	15.0%
<b>Facilities Use - Special Fees</b>	196,199	224,932	352,369	(A)	(A)
<b>Total Receipts</b>	<b>\$ 4,475,248</b>	<b>\$ 4,660,781</b>	<b>\$ 4,964,330</b>		

(A) Special fees for air conditioning, heating, field lights, kitchen equipment, and weekend utilities, are allocated to the School Operating Fund, while special fees for microphones, speakers, spotlights, stage lights, headsets, audiovisual equipment, time clocks, pianos, risers, and choral shells are distributed to the schools.