



## The difference between a fine and a fee

Fines and fees are functionally related, but carry different weight throughout the InTouch/TouchBase application. Proper use of the fines/fees in the application should assist in the collection, reporting and management of amounts due the district.

### Basic fine and fee attributes

- Fines/fees can be paid from any InTouch site and TouchBase online
- Fines/fees assessed will be attached to the item's budget code when the fine is assessed<sup>1</sup>. If the code is later changed, the fine/fee revenue will be routed to the new code.
- Fines/fees can only be adjusted with a site login from the originating site<sup>2</sup>
- Fines/fees can be partially paid
- Fines/fees will remain with an active or inactive student 'forever'
- Fines/fees are supporting for reporting online (TouchBase) and a variety of InTouch terminal and InTouch manager reports

### The main differences between a fine and a fee

Module	Fine	Fee
<b>TouchBase (online)</b>	TouchBase can restrict purchases of items IF a student has an open fine	TouchBase displays open fees and fines, but having an open fee will not affect the ability to purchase items online
<b>Schedule Interface</b>	<b>Schedule Interface</b> will NOT clear a fee which has been converted to a fine even if the student withdrew from the class.	Fees are constantly adjusted by changes in the schedule interface: fees can be added and cleared as the student schedule is revised
<b>InTouch Terminal</b>	Allows for payment of a fine in full or in part, allows for entry of a fine, allows for adjustment (with security) of the sites fines. Fines can be directly entered using the "enter fines" function button.	Fees are managed the same way in InTouch terminal. Fees can be entered in by using the enter fee function button.

<sup>1</sup> Business attribute: by attaching the fine or fee to the original budget code, this encourages elementary sites and middle school sites to place fines/fees when due as the site will eventually get the budget return at collection time

<sup>2</sup> Business attribute: this is an internal control enhancement as fines cannot just be 'cleared' by anybody which would affect another site's budget



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### Interfaces which affect fines and fees

Schedule	The schedule interface does not enter a fine, however, when a fee has been unpaid after a certain date (per item), the fee becomes a fine at which point the schedule in interface will not clear the fine based on a schedule change.	The schedule interface will assess and adjust fees as a student's schedule is revised. Schedule-based fees are adjusted to the date when the manager set for fine date – at the time when a schedule based fee becomes a fine, the schedule interface will not alter the fee.
Destiny / Library	Library interface transactions come in as a fine. The library interface can clear a fine it created. The library interface can adjust fines it created. Fine payments are passed back to the library interface.	The library interface does not affect fees.
Mass fee	Fines are created automatically based on the initial mass fee batch and what date was entered for the "fine" date.	Mass fees operate in manager and incorporate features found in the schedule interface: a fee is created with a fine date: if the fee is not paid by the fine date, the remaining balance of the fee will be converted into a fine.