



A.S.B. FINANCIAL HANDBOOK

FOR CLUB/TEAM ADVISORS

PROCEDURES AND EXAMPLES OF HOW TO EFFECTIVELY AND EFFICIENTLY DO THE FOLLOWING:

1. DOCUMENT STUDENT MEETINGS (MEETING MINUTES)
2. REQUEST A PURCHASE ORDER
3. GET APPROVAL FOR A FUNDRAISER
4. DEPOSIT MONEY
5. ACCEPT DONATIONS
6. KEEP YOUR ACCOUNT WITHIN CALIFORNIA ED CODE GUIDELINES

**ALSO, YOU WILL FIND SOME TIPS ON HOW TO MAKE THIS COMPLICATED PROCESS FASTER AND EASIER! SEE "HOW TO" SECTION OF HANBOOK.*

CLUB ADVISORS

As advisors of Student Body Organizations, we are bound by several different sets of laws and regulations. The following manual will help advisors work within the system established by the **California Education Code, Title 5 of the California Administrative Code, and California Penal Code**. In addition to state laws and regulations, there are also local **Governing Board Policies that regulate how Student Body Organizations are managed**. Both state and local district policies are subject to continual review and change.

DISBURSEMENT OF STUDENT BODY ORGANIZATION'S FUNDS

All disbursements of student body organization's funds, including clubs, trust, and scholarship accounts, must be made in accordance with an established system that encompasses sound elements of internal control, good accounting practices, and conformity with regulations prescribed by the school district governing board.

The Student Council is responsible for the adoption of a budget, approval of expenditures, and authorization of fundraising activities.

SOURCE OF FUNDS – SCHOOL BUDGET, DISTRICT

There is a limited amount of funding available from district allocated monies for athletic teams. You must request your need directly to the Athletic Director. He will let you know if funds are available for your request and how to place your order if approved.

SOURCE OF FUNDS – ATHLETIC BOOSTERS

If you wish to request specific equipment/supplies from them, please contact the Athletic Boosters president/Athletic Director directly. They may ask you to attend the next meeting to present your rationale for your request.

1. MEETING MINUTES:

Because there is a formal process of student governance for student body organizations, the student council and each club must prepare and maintain a record of each meeting. These records are called minutes. The meeting minutes serve as the record of each meeting and demonstrate that the club has followed policy and procedure. **For any money to be disbursed from a club's account or to receive ASB approval for fundraisers there must be meeting minutes that document student approval.**

At a minimum, the following information should be documented in the minutes:

- A. Name of club holding the meeting
- B. Date, time, and place of the meeting
- C. Names of those in attendance
- D. What was discussed during the meeting
- E. What action was taken during the meeting, e.g., the budget was amended or the expenses approved
- F. The results of any votes taken, including who made the motion and who seconded the motion
- G. Who prepared the minutes

(This form is available on your desktop, under self-help forms)

** It's a good idea to have your club secretary keep a notebook with minutes from every meeting. This way you have an extra copy in case yours gets lost or misplaced, and you don't have to call another meeting just to approve a purchase. This takes time!*

2. EXPENDITURES: (Purchase Orders & Check Requests)

(Forms needed: Meeting Minutes, estimate/quote from vendor and Disbursement request)

The expenditures of ASB and club or team funds are called disbursements. No disbursements will be allowed without adequate funds in the account or without student approval.

Purchase Orders

A purchase order is basically pre-approval for the allocation of funds to be used towards a purchase or simply, setting aside money to be used later. All clubs or teams must have pre-approval before ordering an item(s), which means, requesting a purchase order. Purchase Orders give ASB a chance to make sure the funds are available and the invoice can be paid. **ASB cannot pay invoices that did not have prior approval or a purchase order, this is District policy.** By law, vendors are required to ask for a P.O. number at the time of ordering.

To request a Purchase Order, please do the following:

1. Have a meeting with your club to approve the expenditure of funds.
2. Have the vendor email or fax an estimate/quote. Be sure the shipping and sales tax are included in the estimate/quote. **Use only vendors in California,** or your purchase will need District office approval and could be delayed. **All merchandise must be shipped to SMHS.**
3. Bring the estimate/quote and meeting minutes to the ASB Bookkeeper in the Finance Office.
4. **From here, it takes 48 hours for the P.O. to be processed.**
5. Once the P.O. is approved, the club or team will be notified and may order their item(s).
6. As soon as the invoice comes in, turn it in to the ASB Bookkeeper in the Finance Office and sign a Disbursement Request so she can process and mail the check. Be sure to sign the invoice and write "received". **It takes two weeks for the Student Council to vote on it, acquire signatures from the ASB Director and a Principal, and be processed in the system.**

**Using a Purchase Order is the only way to get a check cut. As long as your club or team has the funds and the students have approved the purchase, you can open a P.O. at any time and place the order later on when you need the item(s). PLAN AHEAD!*

Disbursement Process

1. Club meeting to approve purchase.
2. Submit paperwork with meeting minutes and estimate/quote from vendor attached to ASB Bookkeeper.
3. Paperwork gets processed in the system and P.O. number issued within 48 hours (verification of funds).
4. P.O. is approved and advisor notified of P.O. number.
5. Club/team Advisor purchases item(s), using the P.O. number issued.
6. Submit invoice and signed Disbursement form to ASB Bookkeeper.
7. ASB Student Council approves purchase, check is processed, paperwork is signed by ASB Director and Principal, and check is mailed to vendor.

**The Purchase Order goes through the approval process, which may take up to two weeks before the check is cut and mailed. This can be a long time, especially when there can be late charges assessed on the invoice. Basically, you need to get the whole approval process done before you make the purchase.*

3. FUNDRAISERS:

(Forms needed: Meeting Minutes, Fundraiser Request Form & Revenue Potential Form)

Whenever a club or team plans on doing a fundraiser, it needs to be cleared through the ASB Director. We need to make sure that no other clubs or teams are doing one at the same time. Please go online (self-help forms) and print a **Fundraiser Request & Revenue Potential Form**. These forms need to be submitted **2 weeks** before the fundraiser date. The **Revenue Potential Form** must be submitted anytime a club or team is doing something to raise money. This is one of the most commonly asked questions from the auditor "Where's the revenue potential form?". Please remember, anytime the students are involved in any type of fundraiser, or use ASB materials, the monies **must be** deposited into the school's ASB accounts. These student generated funds **must not** be deposited into any booster accounts. Each year, a new fundraising calendar will be established. Dates and events will be approved on a first-come, first-serve basis. If for any reason there is a tie, priority will go to the club, team or organization that worked that fundraiser the prior year. Just because a club or team has done the same fundraiser every year, it is not automatically assumed that they will do it again the next year. Clubs and teams may sign up for fundraising dates at the start of the Fiscal year (July 1st) see the ASB Director. **Food fundraisers** (of any kind) **are not allowed** due to strict child nutritional guidelines set by the state, as well as the District office. See the District's website for more information.

Fundraising Steps:

1. Club has a meeting to approve the fundraiser (Meeting Minutes).
2. Submit **Fundraiser Request Form & Revenue Potential Form**.
3. Receive ASB approval.
4. Conduct fundraiser.
5. Immediately deposit money to the ASB Bookkeeper.

Please remember, if the activity is a SMHS sponsored, or student run fundraiser, all money earned must be deposited into the club's ASB trust account. Money generated by students may not be deposited into Booster accounts. Also, all funds raised by students during a given school year should be spent on behalf of those students. **Therefore, all clubs/teams must spend 80% of the amount raised in a school year. This is your carry over (year-end balance) limit.*

4. DEPOSITS:

(Forms needed: Fundraiser Request Form & Cash Collection Slip)

Over the past couple of years, the deposit process has become more and more complicated. This is because of so many instances in which student money has disappeared or was unaccounted for. Please remember, the money you deposit is student money. Every dollar and cent must be accounted for and justified.

How to deposit money for a 1-Day Fundraiser (swim-a-thon, dance show, etc.):

1. Request a cash box **one week** before your event.
2. The following day, complete a cash collection slip for the money earned and turn it in to the ASB Bookkeeper as soon as possible. She will give you a receipt for your records.

Scheduling Money Collection at the Finance Office:

If your club or team will be having a fundraiser, such as selling T-Shirts or collecting club dues, or fees, please see the ASB Bookkeeper to set-up an appointment for students to pay at the Finance window. For example, many clubs plan a field trip and require students to pay their way. Do not collect the money yourself. Have the students pay at the Finance window, this way every transaction is recorded, the student gets a receipt, and the money is immediately deposited into the club's ASB trust account. Please notify the ASB Bookkeeper, **2 weeks** before money needs to be collected and she will set your club up with a collection date.

Very Important!!!

1. **Never** collect money from students or deposit into your personal account, and then write a personal check for the same amount. We need a record of every student that pays, how much and how they paid.

5. Donations:

(Forms needed: Request for Acceptance of Donation/Gift – SMUSD form)

Board Policy states that all donations to a SMHS ASB account must be Board approved before they are deposited. Since the Governing Board only meets once a month, it's important to know what paperwork is needed to avoid any delays in depositing funds.

Steps for submitting a donation request:

1. Make two copies of the check(s).
2. Fill out a Request for Acceptance of Donation/Gift form and make two copies.
3. Submit the original copy of the Request for Acceptance of Donation/Gift form and the original check(s) to the ASB Bookkeeper. She will send it to the District Office for approval.
4. Keep a copy of the Request for Acceptance of Donation/Gift form and a copy of the check(s) for your records.

HOW TO DO A FUNDRAISER

The reality of today is that school finances are under scrutiny more than ever before. Though there may seem to be excessive procedures, they are in place not only to protect the school district, SMHS, but more importantly to protect YOU (the teacher, club advisor, or coach). If at any time you have questions, please feel free to contact the ASB Director.

IMPORTANT REMINDERS:

- NO RAFFLES OR GAMES OF CHANCE
- NO SELLING OF FOOD ITEMS
- NO CO-MINGLING OF FUNDS (Mixing School District funds, or Booster Club funds with ASB funds)
- **A PURCHASE ORDER (P.O.) IS REQUIRED ON EVERY ORDER OF GOODS AND/OR CONTRACT FOR SERVICES BEFORE ANY AGREEMENTS ARE FINALIZED.**

Once you have decided on a fundraiser...

Step 1: Fill out a Fundraiser Request Form

- Forms are available online under Self-Help Forms.
- Please submit forms for approval to the ASB Director **one month before** the desired start date of the fundraiser.
- DO NOT START** the fundraiser, until it has been approved by the ASB Senate.
- You will be notified if your fundraiser has been approved or disapproved within two weeks of your submission.
- See the ASB Bookkeeper if you should need any additional information for your fundraiser.

Step 2: Document sales

- Please complete the Sales Revenue Analysis Form within **2 weeks after the completion of the fundraiser** and turn it in to the ASB Bookkeeper.

HOW TO SPEND MONEY FROM YOUR ASB ACCOUNT

IMPORTANT REMINDERS:

- ALL PURCHASES REQUIRE PRIOR APPROVAL.
- PURCHASES MADE WITHOUT A PURCHASE ORDER WILL NOT BE PAID.
- FUNDS RAISED BY STUDENTS DURING A GIVEN SCHOOL YEAR SHOULD BE SPENT ON BEHALF OF THOSE STUDENTS.
- QUESTIONS: CONTACT THE ASB DIRECTOR OR THE ASB BOOKKEEPER.

Step One: Before you begin the process:

- Decide with your club/team** how you would like to spend student funds. Students must be involved in how their funds are disbursed!
- All clubs/teams** must submit meeting minutes to the ASB Bookkeeper showing the purchase was approved by club/team members.

Step Two: Begin the process:

- Obtain a **quote/estimate** from your vendor (CA vendors preferred).
- Submit the quote/estimate to the ASB Bookkeeper.
 - ✓ She will confirm that funds are available and begin the approval process (48 hours).
 - P.O.'s will not be approved if you do not have the appropriate funds in your account to cover the purchase.
 - **DO NOT PLACE AN ORDER WITHOUT A P.O.!**

Step Three: Await approval & place your order:

- If approved, you will receive an **Official Purchase Order number** from the ASB Bookkeeper.
 - ✓ Proceed with placing your order. Orders must be shipped to SMHS (no exceptions).
 - ✓ Provide your vendor with the Purchase Order number and/or the hard copy of the P.O..
 - ✓ *If your P.O. is "pending" due to insufficient funds, you will be notified **once funds have been deposited to cover the purchase.***
 - ✓ Don't forget to keep a copy of all documentation for your records!

Step Four: Verify order & request payment:

- Receive/Verify your order.**
 - ✓ Check your order against the packing slip you received from the vendor.
 - ✓ If there are errors, contact the vendor.
- See the ASB Bookkeeper to complete a **Disbursement Request.**
 - ✓ Sign the invoice if everything has been received.
 - ✓ Invoice cannot be paid until all items have been received.
 - ✓ The disbursement process takes two weeks from the time your request is submitted and approved, to the time the vendor is paid.

SOME ADDITIONAL INFORMATION

Tournaments:

ASB has a limited amount of funding for athletics due to rising costs and greater demands. Teams must request tournament funds from the Athletic Director prior to submitting a check request for payment.

Officials:

ASB is no longer providing any funding for officials during tournaments or non-league games.

Banquets/Year end Parties:

All banquets/parties must be held after school hours in order to bring in outside food. ASB has an open P.O. with Smart & Final which can be used to purchase food, drinks, or other items for your banquet. Please see the ASB Bookkeeper to get a P.O. before you go shopping. Meeting minutes are required.

Awards:

You will need a P.O. before you order any trophies/plaques for your awards night. Meeting minutes are required.

Inactive accounts:

Inactive club/team accounts (accounts with no activity within the school year) will be closed and transferred to the ASB general fund. **Club funds are to be spent on the students that raised the funds within the school year.**

Carry Over/Ending Account Balances:

Funds raised by students during a given school year should be spent on behalf of those students. ***Therefore, all clubs/teams must spend 80% of the amount raised in a school year. This is your carry over (year-end balance) limit.***

Reimbursements:

Reimbursements are not allowed. If there is an emergency, only the Club Advisor may make a purchase under \$50.00 and be reimbursed. **This is District policy and is closely monitored.**

Club Paperwork:

Club paperwork must be updated annually, along with new budgets. No funds will be disbursed until all necessary paperwork has been turned in to the ASB Director.