



# **Associated Student Body (ASB)**

## **Financial Procedures and Guidelines**

### **For Club Accounts**

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## **A Few Things to Remember Before We Get Started...**

ASB is for the students. ASB stands for Associated Student Body.

Clubs and teams that have accounts set up, fall under the guidelines of ASB. All monies collected and spent must be to benefit the students of that group.

Students should be the primary authority that decides how their club funds will be spent. This helps to ensure that the interests of the students are protected.

## **Starting a New Club or Renewing an Existing Club**

- All clubs need to be approved, even activity clubs, for liability reasons.
- All clubs must submit an application, club charter and club constitution by the deadline stipulated each year by ASB to be an active club on campus and have access to any club funds.
- All athletic teams with club accounts are responsible to submit an application and club charter only in order to have access to any club funds. The constitution is not required for the athletic club accounts.
- All forms must be completely filled out and signed.
- Once a club is approved by ASB and the principal, they will have access to any club funds that have carried over from the previous year or if they are a new club, they can create a new account with the bookkeeper.

## **Our Club is Approved...Now What?**

- All clubs must submit rosters to ASB by the deadline provided by the Clubs and Funds Commissioners.
- If a club does not plan on generating funds or having any financial transactions, it is just a club for social interactions, connecting students, and sharing of common interests; there is nothing you will need to set up with the bookkeeper.
- All clubs must keep meeting minutes each time meetings are held. Attendance must be recorded along with the meeting minutes.
- Club minutes are turned in to ASB at the end of each year, this is documentation that is archived and not destroyed.
- All clubs must establish a budget for the fiscal year prior to any spending of funds.

## **Fundraising**

- Fundraising is the main source of income for clubs.
- Any time funds will be generated or deposited into an account, a fundraiser approval form must be submitted.
- Fundraiser approval forms must be submitted no later than two weeks prior to the start date of the fundraiser.
- All club fundraisers must be approved by ASB in their weekly meetings and then submitted to the principal for approval as well. Once all approvals have been made, the fundraiser approvals are turned in to the bookkeepers so that revenue can be tracked.

## **Common Fundraisers that are Acceptable in ASB**

- Concession sales
- Ticket sales for athletic events
- Ticket sales for dances and other student events
- Seeking donations: sending out letters asking for donations, having members send out emails asking for donations and support, etc.
- Hosting youth camps where registration fees are collected
- T-shirt sales
- Sales of items such as ASB cards, yearbooks, spirit wear, etc.
- Car washes
- Approved food sales: candy, bake sales, etc.

## **Fundraisers that are NOT Allowed through ASB?**

- Raffles, Bingo, and other games of chance. \*\*
  - An individual cannot pay money for a “chance” to win a prize.
- Activities that pose liability, safety or risk concerns.
- Certain food sales may be denied if they do not meet the MVUSD nutrition guidelines set by our district. Please check with the Activities Director if you have specific questions about this.

\*\*Non-profit organizations are allowed to hold raffles and Bingo. Groups that fall under this classification are parent groups or boosters. For example, if your club would like to have Bingo as a fundraiser, you must coordinate that with one of the parent or booster clubs associated with our school. That parent group or booster club will run the event for your club and then give your club a donation from the proceeds raised that day. You DO NOT fill out a fundraiser approval form for this as it is run through a separate entity from ASB.



## **Cash Boxes and Proper Cash Handling Procedures**

- Please request a cash box at least 2 days prior to your event or fundraiser. Requests should be emailed to the bookkeepers or can be requested in person during office hours. With your request, please state the date the cash box is needed and the amount of startup funds you need.
- Students handling cash should always have an adult present.
- At least two people should count the cash collected in front of each other and sign the deposit slip prior to it being turned in. When possible, students should be counting the money with adult supervision. Learning to handle cash and count money is a skill they can use later in life.
- All monies from events or fundraisers must be turned in that day. If it is an after school event and no bookkeeper is available to lock up the deposit in the safe, there is now a deposit drop box. A key will be issued with the cash box so that the deposit can be made right away.

## **Cash Boxes and Proper Cash Handling Procedures** **(cont.)**

- If you have not requested a cash box from the bookkeepers for your event but will be collecting money, please see about getting a key for the drop box so that your deposit can be made immediately following the end of the event.
- No one should be taking money home with them or locking up money in their classroom or office.
- Students should not be paying for items directly to club advisors or coaches. Please arrange to have students pay for their items through the bookkeepers and/or the online Trading Post.
- In rare occasions, exceptions will be made and the bookkeepers will issue a receipt book to you so that proper records can be kept. Please see the bookkeepers if this is something you feel is necessary for your club and we can go over the proper use of the receipt book and how to submit those deposits.

**Remember these policies are in place to protect you!**

## **Purchase Orders – Your Pre-Approval to Spend Funds**

- Purchase orders are required **PRIOR** to any club funds being spent.
- A purchase order is “**pre-approval**” of purchases and money being spent from the account.
- A purchase order is required to be on file whether or not the vendor requests it from you.
- Purchase orders will be emailed to the club advisor once they are processed and ASB approved.
- Once you have received the official purchase order you are approved to proceed with your purchase.
- New purchase orders must be opened each school year. Purchase orders do not carry over year to year. A fiscal calendar year is July 1- June 30.
- There are only two times a purchase order is not required:
  1. A refund is being given to an individual for a receipted purchase they made.
  2. It is a one-time reimbursement to an individual and that reimbursement is less than \$100.

**IMPORTANT:** If purchases are made prior to a purchase order being approved, that individual making the purchase can be held personally liable for payment and the school can deny payment to the business or reimbursement to the individual.

## **How to Fill out the Purchase Order Request**

Purchase order requests should be filled out completely prior to turning them in to the bookkeepers, including:

- Date – this is the date the request is being submitted.
- Club/Sport – this is the club requesting the purchase order.
- Vendor- this is the name of the business or individual that will eventually be receiving payment. Please make sure to include the address if this is a new vendor for us.
- Open PO amount not to exceed – this should be filled out if the individual will be approved for multiple purchases for the club throughout the year or a vendor will be used multiple times for purchases. The amount listed should cover the total that will be spent over the course of the whole year.
- Quote number – required if purchasing clothing or equipment from a business. If the purchase will be over \$2,500 for the whole fiscal year from one vendor, three quotes are required to show that we are going with the best pricing possible.

## **How to Fill out a Purchase Order Request (cont.)**

- Quantity – fill this out only if this pertains to the type of purchase you are making.
- Description – list of items being purchased and/or reason for purchases. For example, a purchase order opened for Stater Bros could state, “food for student luncheons and events throughout the school year”.
- Total price – list the total amount requesting to be spent. If requesting an “open PO not to exceed”, list that amount again in that section.
- Signatures required before submitting to the bookkeepers – Club Advisor and Club Treasurer. All other signatures and information will be filled out once ASB approves it.

## Check Requests

Once you have made your purchase and received an invoice from a vendor or a receipt from the purchase, it is time to turn in a check request.

- To process payments to vendors, please submit a check request with invoices or receipts attached.
- Checks are processed once a week after ASB approvals.
- **Check requests will not be processed for clubs if a purchase order was not in place first.**
- Check requests must be submitted in a timely manner. When conducting business with vendors who accept our school purchase order, that purchase order serves as our “promise to pay” and is agreed upon with a net 30 days. This means, we have 30 days to make payment to the vendor.
- Please keep in mind, each club does not have their own separate account with vendors. Our whole school is under one account once a business relationship is established with a vendor. If one group is late on their payment, it can affect other groups trying to make purchases as our account can be locked up or frozen until payments are made.  
**Therefore, it is important check requests are turned in promptly!**

## **How to Fill out a Check Request**

Please fill out the check request completely and turn in to the bookkeepers, including:

- Date- this is the date you are turning it in
- Purchase order number – this is required unless it is a refund or a one-time reimbursement to an individual that is less than \$100.
- Account to charge – this is the name of the club paying
- Make Check Payable to – this is the vendor name
- Address – please fill out completely if this is a new vendor that we have not used before
- If you mark the box “return check to requester”, the club advisor will be notified when the check is ready to be picked up.
- If you mark the box “mail check to above address” the bookkeepers will put it in the mail once ready.
- Invoice number – if from a vendor, you will find this on the bill. If this is a reimbursement to an individual, there will not be an invoice number.

## **How to Fill out a Check Request (cont.)**

- Description – very important to list the reason the purchase was made. Detailing what is on the attached receipts is not as important as knowing why the purchase was made. For example, “student incentives”, “food for luncheon”, “decorations for banquet”, etc.
- Total – please write the amount being paid
- Signatures required prior to submitting to the bookkeeper – Club Advisor and Club Treasurer. All other signatures happen when ASB approves the check request and administration signs the actual checks.



## **Purchases/Expenses**

Allowable:

- Social events for students
- Food, decorations, and flowers for banquets or events per district guidelines \*\*
- Spirit wear, costumes, and other types of apparel for students
- Supplies for club/team
- Equipment for club/team
- Student awards and recognition
- Field trips, retreats, excursions for the students
- Transportation costs related to students
- Sub costs if teacher is absent due to a team/club event
- Mileage reimbursement per district guidelines for student transportation \*\*
- Any purchase that directly benefits the students

\*\*Since district policies can often change regarding meal reimbursement allotments and mileage, please ask prior to event.

## **Purchases/Expenses (cont.)**

### Non-Allowable:

- Gift cards and gift certificates
- Gifts of any kind to adults
- Items for employee personal use
- Gas reimbursements
- Personal membership fees to organizations unless the membership benefits the students directly and is needed for the group to compete or participate in events.

***When in doubt...ask!***

# VISTA MURRIETA HIGH SCHOOL

## PURCHASE ORDER REQUEST

**DATE:** Oct. 22, 2018 **CLUB/SPORT:** ASB

**VENDOR:** Chick-Fil-A

**ADDRESS:** 24794 Madison Ave.  
Murrieta, CA 92562

**OPEN P.O. AMOUNT NOT TO EXCEED** \$ 2,000

**QUOTE #** N/A **\*Attach Quote if Available\***

Quantity	DESCRIPTION	TOTAL PRICE
	Food for student luncheons, Unity dinners, and other events hosted by ASB	\$2,000

Signature required here

Club Advisor

Signature required here

Club Treasurer

Activities Director

ASB Treasurer

OFFICE USE ONLY: DATE ENTERED: \_\_\_\_\_

P.O. NUMBER: \_\_\_\_\_



# Vista Murrieta High School

Associated Student Body

## Check Request

Date: October 25, 2018

Purchase Order #: 1234

Account to Charge: ASB

Make Check Payable to: Chick-Fil-A

Address, if check is to be mailed: \_\_\_\_\_

☒ Return check to requester **OR** ☐ Mail check to above address

\*\*No check will be issued until an invoice and/or receipts are attached to the check request\*\*

Invoice #	Description	Total
	Sandwiches purchased for choir Unity Dinner	\$284.50
	***receipt would be attached to this form***	

**TOTAL: \$ \$284.50**

Signature required here

Club Advisor

Signature required here

Club Treasurer

Activities Director

ASB Treasurer

Board Designee