

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3510 P-1

ASSOCIATED STUDENT BODIES AND PROGRAM FUNDS

- I. By July 1 of each year, the principal shall submit to the business manager an ASB budget which describes projected expenditures and revenues for the next school year. The ASB budget will be approved before August 31 of each year by the board of directors.
- II. The principal shall be responsible for supervising the accounting functions to be performed at the building level. The building-level accounting procedures shall be consistent with the accounting functions performed at the district office level.
- III. The ASB shall approve all expenditures before money shall be disbursed from the fund.
- IV. Evidence of student approval (grades 7-12) must appear on all vouchers supporting a disbursement of ASB money. This includes purchase orders and imprest fund check requests.
- V. ASB monies must be on deposit with the county treasurer with the exceptions of an imprest banking account and petty cash. Each respective ASB may maintain petty cash funds in the amount approved by the board of directors. Such funds shall be administered in the manner required by the regulations of the state board of education.

Implemented	10-01-82
Revised	02-14-96