# 10 Golden Rules of Finance for Coaches and Advisors

1. Do not buy uniforms unless they are pre-approved and on the rotation schedule.

2. Do not sign contracts with vendors. All contracts must be signed by the Superintendent or Executive Director of Business Services.

3. All fundraising activities must be requested and approved through the ASB Student Council **PRIOR** to beginning a fundraiser. Fundraising packets are available in the ASB Activity Office or on the district website.

4. Keep an inventory of all resale items. Examples include hats, socks, jerseys and practice gear. The State Auditor can ask you for these records as well as inventories of uniforms and equipment.

5. Keep records of all student registrations, amounts paid and attendance at ASB sponsored camps. When camp is complete, send all documentation to the Activity Office for auditing purposes.

6. Verify that Booster Club fundraising is not an ASB activity. Money raised during the school day, on school property, using school personnel, or school materials is ASB money. If approved by the district & a staff person in charge, off-campus events with students are also ASB. A good question to ask yourself, **"Would a reasonable person in the community think that this was a Booster Club or a School sponsored activity?"**

7. Request **PRIOR** approval to expend ASB funds before making a purchase – **PLAN AHEAD**. Do not purchase anything with your own money without prior approval (you might not be reimbursed). Do not use cash from a sale to buy or pay for anything like food, decorations or additional inventory. These actions are not legal per state law.

8. Pre-numbered tickets must be used for all activities for which admission is charged. **PRIOR** to the event request a cash box, tickets, ticket sellers report from the School Bookkeeper. The ticket sellers report will be kept on file with the Fundraiser Approval for auditing purposes.

9. Please advise the Accounts Payable Office when you receive items ordered via email, fax, or in person by submitting the invoice. **This is the only way vendors get paid.** Copy the packing list or invoice for the ASB Fundraiser file.

10. If in doubt…ask questions. Don't assume! Call the Athletic Director, Activities Director, ASB Bookkeeper or Business Office with your questions. They are available to help the activity achieve a successful event!!