

Standard Operating Procedures

SOP Number: 005

Title: Spring Budgeting

PURPOSE

The purpose of the Spring Budgeting SOP is to give sports and clubs the opportunity to plan their income and expenses for the following school year, as is required by the state and our school district budgeting.

RESPONSIBILITIES AND SOURCE DOCUMENTS

The Activities Director with the Student Council and District Office will maintain and update this procedure.

SPECIFIC PROCEDURE

- A. A budgeting form and instructions will be emailed out to all club and sport adviser/coaches end of February/beginning of March.
- B. Include any fundraising you plan to do the following school year (including concessions), anything you intend to spend the next year, and any new fundraisers and/or expenses in your spring budgeting form. If you want to do a fundraiser but not sure yet on what, put TBD fundraiser with expected income and expense.
- C. You cannot change your budget after it has been turned in.*
- D. Print and have a club member sign the completed form and give the hard copy to the Activities Director.
- E. Your spring budget must have club minutes attached to show that it has been approved. The club minutes must be approved by majority of club membership, then turned in to the Activities Director.
- F. Budgets are due by the end of March/beginning of April.
- G. If your sport or club fails to fill out the spring budgeting form by the deadline, your club or sport will not be able to fundraise the next year. **RCW 28A.325.030 WAC 392-138-110**
- H. If your sport or club neglects to request concession time, your club will not be considered on next year's concession schedule in priority selection.

FORMS/TEMPLATES TO BE USED

- Excel document (spring budget form)

*Special cases will be reviewed by the student council/building principal athletic director and/or the business office