

ASB Admin

- Communicates the student organization policies and procedures to the staff and students, and enforces the policies and procedures
- Ensure that a student council is established, that it approves all new clubs, and that every club and the student council has a certificated advisor
- Supervise the ASB advisors
- Review and approve constitutions for each club on campus
- Ensure that minutes are kept of all ASB and club meetings
- Supervise the ASB bookkeeper (HS Treasurer)
- Receive and review the monthly bank reconciliation prepared by the ASB Bookkeeper for the ASB bank account and any other financial information and statements for the ASB funds, including budgets and financial reports
- Ensure that all ASB funds are raised and spent in accordance with applicable laws and the district's policies and procedures, and approving the use of the funds before they are spent (the assigned ASB advisor and the student representative of the club spending the funds must also approve use of the funds)
- Decide how many fundraising events will be held each year and, before approving them, ensure that they are appropriate for the students and the community
- Schedule and receive proper approval for fundraising events
- Work with the district's business office to provide training, implement good business practices, ensure internal controls, and resolve audit findings
- Work with each student organization to develop methods for securing cash collected after hours and on non-school days
- Ensure that proper cash control procedures are established and followed at all times
- Report any suspected fraud or abuse to the district's business office