

YOU MUST HAVE AN UPDATED BUDGET ON FILE EVERY YEAR TO REQUEST REIMBURSEMENTS

Here are a few simple steps to help you complete your budget:

- Keep budgets simple and general
- Use the included account balance from last year to guesstimate what income and expenses you will have this year and complete your budget
- Present this budget to your team and have them vote to approve/no approve
- Make changes as necessary
- Turn budget in to Ms. Tichinin or Mrs. Fales

Complete Fundraiser Request BEFORE any fundraising

- ASB meets weekly on Wednesdays; paperwork must be turned in by Monday afternoon
- ASB is only looking for duplicate fundraisers; not determining who can do what
- ASB's final meeting for the school year is the third week in May. ALL SUMMER FUNDRAISER request must be received before then.

Any reimbursement request HAS to be SIGNED prior to check being written

- Checks ONLY issued on Thursdays
- Paperwork must be turned in by Wednesday afternoon to get check on Thursday
- NO cash advances
- NO emails or phone requests for reimbursement

Please review what expenses are allowable expenses and what are not

You may NOT spend money you don't have

- No account is allowed to go into the negative

Any questions please call 961-3718 or email ktichinin@fbusd.us

Thanks,
Katrina Tichinin, FBHS ASB Advisor