

ASB Club/Sports Requirements

Students must play a major role in the club, and each club or class group must have the following:

1. A purpose
2. Regular formal meetings that include approved meeting minutes
3. An approved constitution
4. An ASB advisor
5. An approved budget
6. All expenditures are approved in advance by authorized individuals ^{1 page 24}

Sports revenues and expenditures are to be accounted for and part of the ASB account, the sport must meet the same ASB club requirements. ^{2 page 25}

Budgets are prepared for a one-year period. The general student council and each individual club shall develop a budget document with their annual goals and a plan for achieving those goals by deciding the following:

- Estimated revenues: What fundraisers will we have?
- Estimated expenses: What will the fundraisers cost us to hold?
- Estimated ending reserves and club carryover: Is there enough left over to accomplish the goals we've outlined? ^{4 page 57}

A budget alone is not adequate to show an expenditure as pre-approved by the appropriate individuals, which is required by Education Code section 48933(b). Budgets are critical internal control and planning documents, but they are a plan, **not** a form of expenditure approval. A budget does not list specific vendors, itemized amounts for purchases that will be made, or who will make them; it lists estimates. A budget also does not show adequate approvals. Using a purchase order or expenditure approval form is the appropriate way for an ASB to ensure adequate pre-approval with enough detail to know who is making the purchase, what the specifics of the purchase are, and from which vendor it will be made. ^{5 page 58}

The students shall revise the budget whenever any significant changes in the estimated revenues occur or any increases in expenses are expected. A rule of thumb to use for significant change is a variance of 10 percent or more. To show the changes in the budget, the students can use the same form that was used to establish the budget. The advisor and/or principal/school administrator should also approve all changes to the budget. ^{6 page 60}

Expenditures are approved in advance of any spending and **paid only after receiving appropriate documentation of expenditures**, which should include but not be limited to pre-approved purchase orders, invoices, packing slips, and student council/club minutes. ^{3 page 10}

Expenditure approval process:

1. Complete the expenditure approval form, attach a quote.
2. Have the students vote to approve.
3. Attach the meeting minutes approving the expenditure to the approval form.
4. Submit the request to the ASB bookkeeper for the appropriate approvals.

You will be notified when the expenditure is approved and you may then place the order. Once the order has arrived, submit the packing slip and invoice to the ASB bookkeeper for payment within five days of receipt.

Expenditures **must** be turned in by June 1st in order to be approved and paid accordingly.

Payment will be **denied** for any items ordered prior to the expenditure approval process being complete.

Cash boxes will be supplied when necessary. Each cash box will have a start up of cash (IE: \$100) and a tally sheet to begin the fundraiser. It is extremely important that the tally sheet and money are handled correctly. The instructions are as follows:

1. Tally the marks for each item sold and multiply accordingly. (IE: 10 tallies multiplied by \$2.00 = \$20.00.) Once all of the tallies are totaled, place this amount in the discrepancy section next to the “tally total”.
2. Use the currency count chart on the back of the form to count and total the cash/coins. Place this amount in the discrepancy section next to the “total net amount of all cash & checks”.
3. Subtract the tally total and the money received and place that amount next to “difference”.
4. Both participants (yes there shall be two) will sign and print their names.
5. The ASB bookkeeper will count and finalize the fundraiser. The total money received by the bookkeeper will be placed in the “total money received (office use).”

The ASB bookkeeper writes checks only on Wednesday's.

Fundraising, deposits and expenditures shall not happen until the ASB Bookkeeper has received:

- ☐ Budget
- ☐ Constitution
- ☐ Meeting minutes approving the budget

Staff associated with student body organizations are important to their success, but the organization exists because of students, and students must be involved every step of the way!

In order to use any of our facilities outside of regular practice/game times, the [facility use form](#) must be completed and approved prior to the event.

<https://www.fcmat.org/2015-asb-accounting-manual-fraud-prevention-guide-and-desk-reference>

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