



Student Body Funds & Processes

All funds in the ASB account are governed by the student body and overseen by the student body representatives in Student Leadership.

The following processes should be adhered to when working with student body money.

Deposits

1. Carefully track money coming in. There should be documentation to show who paid, for what, the total collected, and the type of payment. This can be taken care of by:
 - Receipts
 - Spreadsheet (templates available in the Treasurer's office)
 - Order forms
 - Other formats should be approved by Aubrey Taff prior to the collection of funds
2. If money is being donated for a specific purpose (i.e. to cover trip expenses, to purchase group shirts, for a scholarship, etc.), please include the information given to donors as to how the funds will be used.
3. The club advisor, coach, or organization supervisor should count all funds collected, record the actual amount on the ASB Deposit Slip, and document any discrepancy between the documentation and the actual funds on the Deposit Slip. Checks should be documented on the back of the Deposit Slip or on a separate spreadsheet with the check number and amount.
4. Turn in the Deposit Slip, funds, and a copy of the documentation to Elena Villafuerte in the Treasurer's office for deposit.
5. **Note: Funds should never be deposited in a personal bank account in order to submit a single check or a smaller number of bills to the Treasurer. Deposits should be submitted to the Treasurer's Office as received.**

Sales

NOTE: All sales must be approved in advance by administration

- Admission Ticket sales tracking options:
 1. Number system: Tickets should be numbered. There should be separate tickets for different prices if prices vary. Use the Record of Ticket Sales available in the Treasurer's office to accurately track ticket sales. Numbered tickets available in the Treasurer's office.
 2. Spreadsheets: Sellers should keep a spreadsheet documenting the buyer's name, number of tickets purchased, and the total paid. Template available in the Treasurer's office.
 3. Receipts: Sellers write a receipt for each buyer documenting the buyer's name, number of tickets purchased, and the total paid. Receipts available in the Treasurer's office.
 4. Other formats must be approved by Elena Villafuerte in the Treasurer's office prior to the collection of funds.
 5. **NOTE: Tally sheets are not an accurate or acceptable format of recording ticket sales per FCMAT and SUHSD.**
- Uniforms, gear, other set item sales tracking options:
 1. Spreadsheets: Sellers should keep a spreadsheet documenting the buyer's name, item/s purchased, and the total paid. Template available in the Treasurer's office.
 2. Order forms: Buyer's submit an order form at payment documenting their name, item/s purchased, and total paid. Order forms can be handed out on paper or sent out electronically for submission prior to payment. See Treasurer for more details on electronic order forms.
 3. Receipts: Sellers write a receipt for each buyer documenting the buyer's name, item/s purchased, and the total paid. Receipts available in the Treasurer's office.
 4. Other formats must be approved by Elena Villafuerte in the Treasurer's office prior to the collection of funds.
 5. **NOTE: Funds should not be collected without proper documentation of what is being purchased.**
- Concessions sales tracking options:

1. Adding Machine Ticket: Sellers can punch in concession values as sold and the adding machine will print all sales on a "ticket". Machine available in the Treasurer's office.
 2. Tally Sheet: THIS IS THE ONLY INSTANCE WHERE A TALLY SHEET IS ACCEPTABLE. Seller's can keep a spreadsheet of concession items and tally as sold.
 3. Other formats must be approved by Alex Egbert in the Treasurer's office prior to the collection of funds.
- Donations/Fundraisers:
 1. Spreadsheets: Collector should keep a spreadsheet of the donor's name, reason/purpose for the donation, amount donated, and form of payment.
 2. Receipts: Collector should give a receipt to each donor documenting the donor's name, reason/purpose for the donation, amount donated, and form of payment.
 3. Other formats must be approved by Elena Villafuerte in the Treasurer's office prior to the collection of funds.
 - If the above options do not apply, please consult Elena Villafuerte in the Treasurer's office for appropriate sales tracking methods.

Purchases

NOTE: All expenditures must be approved in advance. Do not arrange purchases or give the OK for spending without submitting for approval.

- Vendors paid directly from ASB:
 1. The club advisor, coach, or organization supervisor should contact the vendor/company for a quote for the desired products or services.
 2. Complete the Request for Expenditure form and check off "Request for Purchase Order". Submit the request and quote to Alex Egbert.
 3. Elena will set-up the PO, get approval from ASB, and send in the PO to the vendor. Documentation of the completed PO will be placed in the requester's mailbox for submission with the final invoice.
 4. Once items are received and the order is complete, check "Payment Request" on the PO paperwork and re-submit to Elena Villafuerte with the final invoice for payment. Do not submit for payment before items have been received and confirmed.
 5. Gift Card purchases are NOT allowed.
- Reimbursements:
 1. The club advisor, coach, or organization supervisor should notify Elena Villafuerte (email preferred, mvillafuerte@seq.org) in advance requesting an "Open PO" for reimbursement on purchases specifically benefiting the club, sport, or organization. Information should include the name of the person to be reimbursed, the type of items that will be purchased (i.e. supplies, decorations, food, etc.), the event the purchases support (if applicable), and the maximum amount they may spend.
 2. Elena will set-up the PO and obtain ASB approval.
 3. Reimbursable expenditures for students should be kept SEPARATE from non-reimbursable expenditures for parents such as hotel rooms, group meals, etc.
 4. Original, itemized receipts should be submitted with a Request for Expenditure form to Elena Villafuerte for reimbursement.
 5. If you are hiring someone to provide Services (ex. Consultant) , All services need an approved Contract prior to services being rendered. Contact Elena for instructions.

Questions

Contact Elena Villafuerte, Treasurer
 M-A Administration Building
mvillafuerte@seq.org
 (650) 322-5311 ext. 50118

Forms

1. [Deposit Slip](#): Available online or in front of the Treasurer's office
2. [Request for Expenditure](#): Available online or in front of the Treasurer's office
3. [Ticket Tracking Form](#): Available online or in the Treasurer's Office
4. [Concession Sales Tracking](#): Available online or in the Treasurer's Office
5. Other templates for sales tracking available upon request.