Associated Student Body

Information and Procedure Manual

Natomas Unified School District

Connecting students to their future







September 2025

Foreword

This manual is intended as a reference guide for Natomas Unified School District employees who are responsible for the supervision and administration of the ASBs and its funding. It is imperative that all individuals who serve in these capacities receive the identical information and training in the performance of the responsibilities relating to ASB. This will ensure consistency and transparency throughout the organization and the District.

Accounting procedures in this manual are in accordance with Generally Accepted Accounting Principles (GAAP), and based on the Natomas Unified School District Policy and Regulations, and California Education Code.

The information contained within has been compiled from the Fiscal Crisis and Management Assistance Team's (FCMAT) *ASB Accounting Manual, Fraud Prevention Guide and Desk Reference* (2015), as well as its ancillary *Club Advisor Handbook*, *Student Club Handbook,* and relevant fiscal updates where indicated. The *Desk Reference* and related documents can be accessed at FCMAT Associated Student Body Manual.

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Chapter 1: General Information

The **Associated Student Body (ASB)** is a student-led organization recognized and approved by the governing board and in accordance with District policy. California Education Code §48930 states: *"A student body shall have as its purpose the conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of public school officials."*

The primary purpose of ASB is to raise and manage student body funds in order to promote the general welfare, morale, and educational experience of the entire student body. ASB provides opportunities for students to participate in leadership, service, and school spirit activities that enrich the school community.

Each ASB organization is responsible for managing its financial affairs in accordance with the guidelines set forth in this handbook and the standards established by the **Fiscal Crisis and Management Assistance Team (FCMAT)**. The **Natomas Unified School District (NUSD)** adheres to the *FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* as its comprehensive operating manual for the administration of ASB funds. This manual is intended for use by school administrators, ASB and activity directors, fiscal services staff, office managers, bookkeepers, secretaries, students, and all others involved in ASB-related activities. *(See: FCMAT ASB Manual)*

To ensure proper oversight, Fiscal Services may conduct audits throughout the school year using the procedures recommended in the FCMAT manual. All ASB records must be retained and made available to Fiscal Services and District auditors upon request.

This handbook is designed to support club advisors, activities directors, ASB advisors, athletic coaches, and site administrators by providing clear, practical guidance in a user-friendly format. It serves as a resource to help ensure the successful operation of all ASB organizations and clubs. Questions regarding ASB operations should be directed to the school's ASB advisor, site administration, or the District's Fiscal Services Office.

Chapter 2: Roles and Responsibilities

The proper administration and supervision of Associated Student Body (ASB) organizations involves many individuals and entities. The authority to operate ASBs is granted by the California Education Code, which also places specific requirements and restrictions on their activities. Additional oversight and guidance are derived from the California Administrative Code and the Penal Code.

The Board of Trustees is ultimately responsible for all activities within the District, including those of ASBs. Through its authority, the Board adopts policies and regulations that establish the parameters for District operations. The Board delegates responsibility to the Superintendent or designee to ensure that ASBs and their funds are managed in accordance with the law and accepted business practices. All disbursements must also be approved through this authority.

Overview of District Roles

Below is a summary of the key roles involved in ASB operations. Additional details and procedures for each role are provided in Chapter 10.

- **Board of Trustees**: Adopts general operating rules to ensure proper supervision and control of ASB activities.

- **Superintendent**: Serves as the general supervisor of ASB operations, ensuring Board policies are implemented at all levels.

- **Fiscal Services Department**: As part of the Administrative Services Division, this department acts as a consultant in financial matters for ASBs. It oversees internal financial control procedures, enforces statutory regulations, and assists school sites in addressing audit findings or other compliance concerns.

- **District ASB Technician III**: A designated staff member in the Fiscal Services Department responsible for detailed review of ASB transactions to ensure compliance with internal control procedures. This technician reviews monthly financial reports and bank reconciliations, provides training as needed, and serves as a resource for school staff.

- **Principal/Site Administrator**: Directly oversees the site's ASB financial operations and ensures compliance with established policies and procedures.

- **ASB Advisor/Activities Director**: Must be a certificated employee responsible for day-to-day ASB operations. This person ensures regulatory compliance and monitors ASB activities to maintain proper segregation of duties—particularly between the Principal (approver) and the Bookkeeper (custodian of funds).

- **ASB Bookkeeper**: Reports to the Principal and maintains ASB financial records in accordance with established procedures and regulations.

- **ASB Designee**: An approved, trained staff member designated by the Site Administrator and/or Fiscal Services to handle and collect funds. This role ensures that only trained personnel manage funds and protects individuals involved in fundraising who are not properly trained. Non-compliance with handbook procedures may result in the revocation of ASB Designee status.

- **Student Council**: Represents the student body and has primary authority over how student-raised funds are spent. Responsibilities include developing the annual ASB budget, approving fundraising events and expenditures, and establishing student policies.

An individual who does not follow ASB procedures, as noted in this handbook, will have their right to be an ASB Designee rescinded

Prohibited Groups

The following groups **should not** be involved in administering and supervising the activities of ASBs:

- **Booster Clubs, Foundations, Auxiliary Organizations, and other Parent-Teacher Associations**: While these groups exist to support students and may donate funds or equipment to the District, they are separate legal entities. Their funds must be kept in their own bank accounts and must not be deposited into or commingled with ASB or District accounts. All activities administered by a booster club, foundation, PTA, or PTO must be approved by the ASB Student Council and the school principal with district-level oversight. The organization must complete a fundraiser activity request, noting details of events, to ensure compliance with District regulations.

- **The Food Service/Cafeteria Program**: The Food Service Program must follow most of the same regulations as ASB, so its staff should be considered experts and partners who can help ensure that any food or beverage sold by students meets nutritional requirements and complies with local, state and federal laws. Student groups must follow specific rules, including those regarding noncompetitive sales and whether items can be prepared on site at the Kindergarten to Grade 12 level, so the Food Service/Cafeteria Program staff can help ensure that all sales are in compliance and students are being served safely and correctly. It is important to remember that these regulations were not developed by the Food Service/Cafeteria Program, but are the result of legislation. **If the laws are not followed, the District can be penalized with reduced funding to the Food Service/Cafeteria Program, which affects all of the District's students.**

Chapter 3: ASB Club Formation

The Student Council and each club should prepare and adopt an official constitution. The constitution must state the name and purpose of the organization and must present the framework within which the organization will operate. This document should clearly state all of the policies and rules for student governance of the student organization or club. A set of bylaws that identifies operational parameters is also an important component of a club or ASB structure, even though only the Student Council is required to have one. The bylaws are often part of the constitution. At a minimum, the constitution should include the following:

- Background information on the organization and its administration.
- Name, purpose, and activities of the organization.
- Time, dates, place of meetings, and the definition of a quorum
- The process through which officers are elected, their titles, terms, duties, and requirements to hold office.
- Rules for establishing a budget, monitoring the budget, conducting fundraisers, and expending ASB of funds.
- Define how clubs within the ASB organization will be formed, including their purpose, method of organization and discontinuance, financial activities, and requirements for constitution and/or bylaws.

Minutes of Meetings

All organized student groups, including the Student Council and individual clubs, must maintain formal meeting records, known as minutes. These minutes document the key decisions made during meetings and serve as a historical record of club activity. Minutes should include details of decisions made by Student Council for any of the following:

- Budget and financial records
- Fundraisers
- Disbursement of funds
- Changes to the ASB constitution

Minutes should include:

- Name of the club or organization
- Date, time, and location of the meeting
- Names of attendees and officers present
- Approval of the previous meeting's minutes
- Topics discussed and reports shared

- Actions taken (e.g., budget approvals, expense authorizations), including:
    - Who made the motion
    - Who seconded the motion
    - Vote results
- Date and time of the next meeting, time of adjournment, and name of the person who prepared the minutes

At the following meeting, the group should review and approve the prior meeting's minutes. The secretary must maintain a binder of all approved minutes for the school year.

Club Account

To become a recognized part of the ASB, a club must be composed entirely of currently enrolled students. These clubs, also known as trust accounts for financial purposes, must have the approval of the Student Council and the Site Administrator, at the Board's direction. All clubs should follow the regulations stated in the ASB constitution related to the formation of school clubs. Any group of students may apply for permission to form a club by submitting a proposed charter of constitution to the ASB, or by submitting an application as discussed below.

To be formally recognized under ASB, a club must:

- Be composed entirely of currently enrolled students
- Have approval from the Student Council and Site Administrator
- Follow the regulations outlined in the ASB Constitution related to club formation

Clubs are categorized into three types of trust accounts within ASB:

- Class Groups
- Athletics
- Clubs

To establish a club, students must submit an application including:

- Advisor endorsement
- Club name and purpose
- Scope of activities
- Officer positions and their duties

Each club must maintain:

- A clear purpose
- Regular meetings with recorded and approved minutes
- A constitution
- An ASB-approved advisor (certificated staff member)
- An approved budget

- Prior approval for all expenditures by appropriate parties (student representatives, ASB Advisor, and Board Designee)

Club accounts remain active year to year. If a club becomes inactive, any remaining funds will be transferred to the Student Council account or another designated ASB club account as approved by the governing body and recorded in the meeting minutes.

Inactive Clubs

If a club is inactive for a full school year, its funds will be transferred to the Student Council account unless otherwise specified in the club's constitution (e.g., a Senior Class may designate funds for the incoming Freshman Class). Clubs that fail to meet the responsibilities outlined in this handbook may have their privileges revoked.

Steps to Become a Club:

1. Students identify a certificated Advisor.
2. Advisor and student officers complete the "Club Form."
3. Review and sign the "Rules and Regulations" form.
4. Submit signed forms to the Activities Director.
5. ASB holds regular meetings to review and approve club requests.
    a. Approval must be documented in official ASB meeting minutes.

Chapter 4: Budgets

Annual Budget Preparation

Each ASB organization, including the student store, is required to prepare an annual budget. The budget must include:

- Estimated income from proposed fundraising and income-generating activities
- Proposed expenditures for the school year
- A reserve balance must not be less than 10% or more than 20% of the prior year's actual revenues

Total estimated expenditures may not exceed the sum of projected income plus the beginning fund balance. If a student club wishes to carry over more than the allowable reserve amount, a Budget Carryover Request Form must be submitted to the Fiscal Services Department by May 1st.

Budget Approval

Budgets for the following school year must be completed before any fundraising or spending occurs. The steps are as follows:

1. Each student club prepares a proposed budget using the District-approved budget form.
2. The proposed budget is submitted to the Principal by the end of the current school year.
3. The Student Council reviews each proposed budget for accuracy and alignment with ASB goals.
4. Once approved by the Student Council, the budget is submitted to the Principal for final review and implementation.

Budgets for the general ASB account, student store, and yearbook must be submitted to Fiscal Services for review by **June 30th** of the prior school year.

Budget Monitoring

Ongoing budget monitoring ensures that ASB accounts remain aligned with projections and financial goals. The Student Council is responsible for reviewing financial reports and recommending budget amendments as necessary.

- Variances of more than 10% in actual vs. projected income or expenses must be explained.

- Any changes or adjustments to the budget must be:
    - Approved by the Student Council, recorded in the ASB minutes
    - Certified by the Site Principal

Funds with Account Deficits

ASB accounts must not operate with negative balances. If an account deficit occurs:

1. The Student Council must approve a temporary transfer of funds from the general ASB account to cover the deficit.
2. Once the club's financial position recovers, the borrowed funds must be repaid to the general ASB account.

Deficits must be addressed promptly to maintain compliance with fiscal policies and to protect the financial integrity of all ASB organizations.

Chapter 5: Fundraising and Donations

The primary source of funding for ASB activities is student-led fundraising. Fundraisers should enhance the educational experience and must not interfere with the school's instructional program. Student participation in fundraising activities must be voluntary. Students cannot be required to participate in a fundraiser, nor can they be excluded from any ASB-funded activity because they did not participate in fundraising efforts.

Additionally, funds raised through ASB fundraisers must benefit the entire group or club, not individual students. Proceeds cannot be credited or allocated to specific students based on the amount they raised.

Fundraiser Approval Process

All fundraising activities must be **pre-approved** by the ASB Student Council, Site Administration, and, when applicable, District Administration—especially if the fundraiser involves a vendor on campus.

Follow this process to ensure compliance:

1. Discuss and record the proposed fundraiser during an ASB meeting. Approval must be documented in the meeting minutes.

2. Establish and approve an annual calendar of fundraising events, with approvals recorded in ASB minutes.

3. The club completes an ASB Fundraiser Request Form through Informed K12 and attaches any necessary supporting documents. The completed form is then routed for approvals.

4. Please submit all requests at least two weeks in advance to allow adequate time for the full approval process. For larger fundraiser requests, please plan ahead and allow at least four weeks for review and approval to ensure sufficient time for all necessary steps and authorizations.

5. All food-related fundraisers must take place outside of school hours to comply with federal and state nutrition guidelines.

6. If needed, request a cash box from the bookkeeper prior to the event.

7. Fundraisers involving any potential risk to students, staff, data systems, or District property must be reviewed and approved by Fiscal Services.

Important: Preparations—including the ordering of materials or supplies—must not begin until the club receives official approval. Individuals who place orders without proper approval may be held personally responsible, and personal expenses **will not be reimbursed,** regardless of the reason.

Allowable Fundraisers

The District's Business Office is responsible for ensuring fundraisers comply with Board policy. The following types of fundraising events (or revenues) are generally considered appropriate and have been approved by the Board:

- Advertising
- Apparel/Spirit Items Sales
- Athletic and PE Clothing Sales
- Athletic Events
- Banquets
- Battle of the Bands
- Book Fairs
- Carnivals (*within legal regulations*)
- Catalog Sales
- Concession Sales
- Cultural Events/International Fairs
- Dances
- Donation/Support Letter Writing
- Donations/Profit Shares
- Field Trips
- Food/Drink Sales *(within legal regulations)*
- Game and Activity Events *(within legal regulations)*
- Holiday/Dance Grams
- Parking Donations at Games and Events
- Picture Sales
- Preferred Parking at Games and Events
- Sale of Other Miscellaneous Items
- Ticket Sales
- Tournaments
- Yearbook Sales
- Entertainment Events *(within legal regulations)*

Staff are not allowed to participate in any fundraiser where there is an incentive given to the students to participate. For example, staff members cannot sell candy to get an amusement park ticket.

New fundraisers not listed above will require additional review time and, in some cases, formal approval by the Board or the Fiscal Services Office. For any fundraisers added later, please submit a Fundraiser form through Informed K12.

Prohibited Fundraisers

- Anything that involves darts or arrows
- Destruction of objects
- Mechanical or animal rides
- Objects thrown at people
- Raffles or games of chance
- Car washes
- Water or dunk tanks
- Anything prohibited by Board policy
- When in doubt, obtain approval in writing from Fiscal Services

Spirit Packs or Support Packs

Clubs and student organizations may sell spirit packs or support packs (e.g., apparel, gear, or items representing a team or club); however:

- Purchases must be strictly voluntary and cannot be required for participation in a school-sanctioned team, squad, or group.
- Required uniforms or equipment must be provided free of charge to all participating students.

Payment Options:

- If the club has sufficient funds in its account, the items may be purchased in advance.
- Otherwise, the spirit pack must be sold on a pre-sale basis:
    - All funds must be collected up front by a designated due date.
    - Items are ordered after the payment deadline.

Delivery Requirements:

- Items must be delivered as advertised and on schedule.
- Clubs cannot remove items from the spirit pack after the presale, even if funds fall short.
- The club must honor all commitments made during the sale.

Gifts and Donations

Gifts and donations from the community and business entities are vital contributions to California's public schools. These gifts are made in a variety of ways and for a variety of purposes. ASBs are frequently the recipients of gifts and donations. The District, schools, programs, and classes can and do seek and accept donations of funds and property. This practice is permissible as long as it is truly voluntary and is in no way a prerequisite to participation in the program or activity. These gifts may be in the form of cash, scholarships, equipment, or supplies. A Donation Form must be completed by the club and submitted to the ASB office. Therefore, any statement or explanation related to a donation that could lead a reasonable person to believe the donation may not be truly voluntary will not be permitted.

Examples include, but are not limited to: A specified minimum amount of a donation, a date by which a donation is due, or a lesser donation amount if funds are received prior to a certain date. Additionally, any statements or actions that exert explicit or implicit pressure on students or parents to make a donation are not permissible, and the reason a student or family does not make a donation is not subject to inquiry. A thank you letter to the donor should always be sent to show appreciation and also serves as additional supporting documentation for a cash receipt. Contact the District Office for a copy of the approval letter that must be sent.

Tax-Exempt Status

When outside businesses or individuals consider making a donation, ASBs are frequently asked for their tax identification number. The ASB and the District are not considered a private nonprofit 501(c)(3) organization, but do have nonprofit, tax-exempt status by virtue of being a governmental entity. The District's tax identification number should always be treated confidentially. It should not be given out when requested, because it is not required for the donors to claim a tax deduction. All requests for the District's tax identification number should be forwarded to the District's Fiscal Services Office.

Chapter 6: Accounting Procedures, Money Collection, and Banking

Cash Receipts

Sound cash management procedures are essential for effective ASB operations. Annual audits often note issues where internal control procedures were not followed for handling cash, from the moment it is collected to when it is deposited into the ASB bank account. Most ASB-related fraud is directly tied to poor handling of cash and checks.

Strong internal controls over cash receipts protect ASB assets, discourage theft or loss, and safeguard advisors and coaches. Every time cash or checks are collected, an appropriate cash control procedure must be in place. Proceeds must be traceable to the specific fundraiser or event that generated them, and all funds must be turned in and accounted for promptly.

Authorized Cash Collection

- Only the ASB Bookkeeper and ASB Designee are authorized to collect money, including after-hours events where money is exchanged.
- Site schedules may be adjusted or overtime provided at the site's discretion to ensure compliance.
- Whenever cash (currency, check, money order, or electronic payment) is collected, the school must document the transfer of custody using:
    - Triplicate-copy receipt book
    - POS system receipt
    - Tickets
    - Cash Roster Log

Receipts and Documentation

- Receipts must be issued for all cash transactions by the ASB Bookkeeper or ASB Designee.
- Receipts must include: payer's name, date, purpose, amount, organization, and name of person receiving funds.
- If issuing a receipt is not practical, an approved alternative control method must be used.
- Pre-numbered receipt books will be issued by the District Office.

Cash Handling and Security

- All money collected by the ASB Designee must be turned in to the ASB Bookkeeper daily.
- Cash must never be kept in desk drawers or classrooms overnight—it must be secured in the site safe.
- Goods ordered/sold and cash collected must be reconciled for each activity by **two people**, including in the student store.
- Cash collected should be stored in a sealed bag with supporting documentation (fundraiser reconciliation form, copies of receipts, revenue potential form) and kept in a secure location until turned in.
- Cash must be counted in the presence of the depositor, with a receipt issued at the time of collection.
- Purchases are never to be made from collected cash; all purchases require Student Body approval and an invoice.
- Personal checks may not be accepted in place of cash.

Deposits

- Whenever possible, all monies—especially amounts of $500 or more—should be deposited the same day.
- If same-day deposit is not possible, funds must be stored in the school safe and never kept longer than one week or taken home.
- The ASB Bookkeeper provides all materials needed for fundraising events.
- Cash overages or shortages must be documented and credited/charged to the appropriate student organization account.
- Returned checks will be charged to the appropriate student organization account.

Cash Registers

- All daily sales must be counted and recorded on a Cash Count Form.
- Any discrepancies between the cash register tape and counted cash must be documented, investigated, and reported to the advisor.
- The cash register tape, original Cash Count Form, and deposit copies must be retained at the site.

Ticket Presales

- The District encourages presale of tickets for events and items to minimize on-site cash handling.

Electronic Payments

- Online payment systems such as Venmo, PayPal, and bank-to-bank transfers are not to be used for ASB activities.
- All electronic transactions must be processed through the ASBWorks payment system to ensure compliance, accuracy, proper documentation, and consistency.

Chapter 7: Expenditures

ASB funds must be used exclusively to promote the general welfare, morale, and educational experiences of students who are currently enrolled at the school, ensuring that the benefits are broad-based and directly support student programs, activities, and enrichment opportunities. All expenditures should align with the ASB's purpose of enhancing the overall student experience, whether through funding extracurricular events, purchasing shared resources, or supporting school-wide initiatives that encourage student engagement and community. The use of ASB funds for the personal gain or private benefit of any individual—including specific students, members of a particular club, or District employees—is strictly prohibited, as such spending would divert resources away from their intended purpose and could constitute a misuse of public funds. This restriction applies to all forms of personal benefit, whether monetary or in-kind, and ensures that ASB resources remain dedicated to programs and services that serve the broader student body as a whole.

Allowable Expenses may include:

- Magazines and subscriptions
- Play or recreational equipment
- Library books
- Special student activities (e.g., prom, grad night, sports banquets)

Prohibited Expenses include:

- Contracted salaries
- Repairs or maintenance of District-owned facilities/equipment
- Expenses for faculty meetings or PTA activities
- Gifts or clothing for employees
- Donations to charities, families, or students in need
- Curriculum or instructional supplies (these are District responsibilities)

Purchasing Procedures

General Requirements

- All expenditures must begin with an ASB Requisition approved by three signatures:

    1. ASB Officer
    2. ASB Advisor
    3. Principal

- Requisitions must be submitted to the ASB Bookkeeper for processing into a purchase order.

- No purchases may be made without prior approval and the issuance of a Student Body purchase order (per Education Code 48933).
- Individuals making unauthorized purchases will be held personally responsible for the expense.
- Requisitions must contain enough detail to match vendor invoices for accounting purposes.

Bid Requirements

- Purchases of $10,000 or more must follow Public Contract Code Sections 20111 and 20112 and be processed through the District's Purchasing Department.
- Such purchases must be made on a District purchase order with reimbursement from the ASB organization.
- Contracts cannot exceed one school year without prior approval from Fiscal Services.

Step-by-Step Purchase Order Process

1. Club/organization completes a Purchase Order Request before making any purchase. Allow at least two weeks for approval.
2. Submit the request to the ASB/Activities Director for review and ASB approval.
3. ASB meetings (held weekly) approve or deny Purchase Order Requests.
4. Upon ASB approval, forward the request to the Principal for approval.
5. After Principal approval, forward the request to the Bookkeeper.
6. The Bookkeeper issues the official Purchase Order and sends it to the vendor.

Encumbrances

- All purchase orders must be recorded as encumbrances against the organization's account.
- Outstanding encumbrances may not exceed the available cash balance.

Disbursements

- All payments from ASB funds must be made by pre-numbered checks drawn on the ASB's authorized bank account.
- Each check must be supported by:
    - An approved purchase order
    - An itemized statement with goods/services confirmed received
    - The original vendor invoice or receipt (check number noted on it)

- For reimbursements to individuals, the following must be submitted:
    - Original itemized receipt or canceled check/credit card receipt
    - Related purchase order

- **Two administrator signatures** are required on all checks—no exceptions. The Principal and one additional administrator should be authorized signers.

Good Business Practices – Expense Checklist

Before approving an expense, ask:

1. Will this promote the general welfare, morale, and educational experience of students?
2. Did students approve the expense before it occurred?
3. Is this expense the responsibility of the District or the school site instead of ASB?
4. Has this expense been paid for by ASB, the District, or the school site in the past?
5. Who will use the item? Will a group of students benefit?

Chapter 8: General Information on Internal Controls

Internal Controls

Internal controls are processes for assuring achievement of an organization's objectives in operational effectiveness and efficiency, reliable financial reporting, and compliance with laws, regulations, and policies.

Student organizations are responsible to all students, and must ensure that the funds generated are used effectively, accounted for, and safeguarded in accordance with the Student Council governing body.

Internal controls are necessary to:

- Ensure operations are effective and efficient
- Safeguard the organization's assets
- Promote successful fundraisers
- Protect against improper fund disbursements
- Provide reliable financial information
- Reduce the risk/promote the detection of fraud and abuse
- Protect employees and volunteers
- Ensure compliance with laws and regulations
- Ensure accurate documentation of all transactions

The basic components of internal controls include:

- Segregation of duties
- System of checks and balances
- Oversight of school administrator
- Cross-training of staff
- Mandatory use of pre-numbered documents for purchases and receipting of money
- List of assets kept and reviewed quarterly by school administrator
- Timely reconciliations completed and turned in to the Fiscal Office monthly
- Keeping of good inventory records, which should be executed quarterly
- Creation of a comprehensive annual budget with a three-year budget projection
- Clear identification of ASB activities to establish sources of revenue and expenditures
- Limited access to ASB assets

Inventory

Inventory must be exercised quarterly on all student store ASB goods. Any overages or shortages shall be fully investigated and credited or charged to the student store fund. Inventory must be exercised once a year on all ASB equipment or supplies. Any overages or shortages shall be fully investigated and documented.

Petty Cash/Change Fund

Each school site may establish a petty cash fund for making change. Change fund is normally established for a period of time, for a specific purpose or activity, and solely for the purpose of making change. When the purpose is completed, the funds must be returned, in full, for deposit into the bank account. Under no circumstances may expenditures be made from the change fund.

Scholarships and Trusts

Scholarships, grants, and trusts may be accepted by the Student Council, with the approval of the Governing Board. The acceptance, to be made in writing, must include all conditions prescribed by the donor. Each scholarship and trust account must be established and accounted for separately.

Contracts

Specialized services may be hired by the ASB; however, if these individuals will have any contact with students, they are required to submit fingerprints through the Department of Justice. Any permits and licenses legally required to perform the specialized services will also be required. A W-9 Taxpayer Identification Form and proof of insurance will also be required.

Upon completion of services, or as otherwise indicated in the approved contract, the independent contractor will submit an invoice to the ASB Bookkeeper for payment. When the invoice has been signed off, indicating the work has been completed satisfactorily, the ASB Bookkeeper pays the invoice. Form 1099-MISC will be issued by the District to any independent contractor who is paid $600 or more in a tax year. 1099s will include all payments throughout the entire District, not just at one school site. According to the IRS, in the event that a specialized service is provided by an employee of the District, working in a different capacity, the income earned is as an independent contractor and reported on a 1099.

All contracts require the approval of Purchasing, upon the recommendation of the site Principal. All District policies apply, and the standard District contract format shall be used.

Equipment

Equipment purchases must be coordinated and approved by the District's Purchasing Department. Equipment is generally defined as moveable personal property of a permanent nature (other than land and buildings), with a useful life of more than one year, and a cost of more than $500. Examples include machines, furniture, vehicles, and furnishings that are not integral parts of a building or building service system. The Purchasing Department is involved in these purchases not only to receive better pricing, but also because there are insurance, inventory, and maintenance factors to consider.

Food Sales

Food sales are one of the most popular methods of fundraising in schools, and the most regulated. Various Education Codes, California Code of Regulations, and federal regulations make food sales a complex way to make money. The state and federal governments regulate food sales to protect the categorically funded school nutrition programs and to help ensure good nutrition, which helps students learn. Beverages are considered food and are also subject to restrictions. Several new laws took effect in July 2004, and more became effective in July 2007, creating even stricter standards. **All food and beverage items must be submitted to Nutrition Services for preapproval through the Fundraiser Request Form in Informed K12 before any sales occur.**

Food Sold During the School Day

Midnight to 30 minutes after the end of the school day

The regulations discussed here apply to food and beverages sold to students by students during the school day. Schools participating in the National School Lunch Program, the School Breakfast Program, the Special Milk Program, the Food Distribution Program, or any USDA meal program must follow these regulations. The only other food sales to students that may occur during the school day on school premises are sales by the District's Cafeteria Program. The laws and regulations allow only limited food sales on campus during the school day, as summarized below. These limitations do not apply to vending machines accessible only to adults, such as in the teachers' lounge.

Secondary schools are permitted to sell food during school hours, including the lunch period, when following these guidelines:

- The food item is one approved by the Nutrition Services Department.
- Any and all student organizations may conduct up to four food and/or beverage sales annually. All groups may participate in these four sales, but the sales must occur on the same four days for all groups (each group does not get its own four days).
- One student group (usually the Student Council or other schoolwide group) may also sell up to three types of food or beverage items each school day.
- The items sold must meet state and federal nutrition guidelines and the District's wellness policy. A compliance calculator is available on our Nutrition Services website.
- The items sold cannot be the same as those sold by the Cafeteria Program that day.
- The items sold cannot be prepared on the premises. The intent of this rule is that only commercially prepared and packaged foods are to be sold outside of the Food Service Department. Health Department regulations require that food be prepared in a commercial kitchen by qualified staff and receive regular inspection.

- Allowable foods would include packaged foods such as allowable chips, nuts, cookies, popcorn, and similar items.
- Foods prepared in private homes to be sold on campus are also not allowed. This is intended to exclude barbecues, spaghetti feeds, enchiladas or tamales, ice cream sundaes, and similar items, mainly for health reasons. Organizations and individuals selling food on campus are not exempt from health department regulations.
- A Food Handler's Health Certificate, valid for one year, is required for all persons preparing, serving, or selling food for Student Body fundraisers and events on campus. Certificates are to be kept on file in the school office. (California Uniform Retail Food Facilities Law, Chapter 4, Section 113700).
- Under no circumstances may foods not complying with local, state and federal guidelines be sold or served to students during the school day (this includes foods such as candy, gum, fondants, sugary beverages or soda).

Food Sold Outside the School Day

30 Minutes after the end of school to Midnight

Food and beverages sold outside of the school day as part of a fundraiser do not need to adhere to the state and federal nutrition guidelines or District's wellness policy, but do need to comply with Health Department regulations.

These types of food and beverages are permitted provided the following criteria are met:

- The items are sold by pupils of the school (not parent clubs, not outside vendors), and
- The sale occurs during a school-sponsored event and takes place at the location of that event after the end of the school day, and
- If on school premises, the sale occurs no less than 30 minutes before the start of the school day or 30 minutes after the end of the school day, and
- Vending machines, student stores, and snack bars are not to be used earlier than 30 minutes after the end of the school day. Local Health Department regulations must be followed as outlined below:
    - Food is prepared in a commercial prep kitchen, regularly inspected.
    - All persons handling food maintain a valid food handler's card (doesn't apply to prepackaged food).
    - One person in charge of the event maintains a state-approved Manager Food Safety Certification.
    - No food brought from home.
    - No potentially hazardous food stored where contamination can occur.

Student Stores

One student group (usually the Student Council or other school-wide representative group) may sell up to three food and/or beverage items daily. Food and beverage sales cannot compete with the school lunch program and must comply with the regulations stated under "Food Sold During the School Day". The District's Food Service Program can help ensure an understanding of and compliance with all District, state and federal regulations. If students are handling money, an ASB Bookkeeper/Designee must be present.

Vending Machines

Vending machines are managed by the Nutrition Services Department, and a commission is given to the ASB. The general ASB, school clubs, and other organizations are not permitted to purchase or operate vending machines.

Food Served (Not Sold) to Students

No food or carbonated beverages or other sugary drinks may be served to elementary, middle school, or high school students from 30 minutes before the start of the school day until 30 minutes after the end of the school day. Local Health Department regulations must be followed for all food served to students, including those at celebrations and banquets. (See Health Department and Other Regulations.)

- No potlucks.
- No food prepared in private homes.
- Anyone handling food for a student event must have a Food Handler's Health Certificate.

Health Department and Other Regulations

The following guidelines must be followed anytime food is served or sold to students:

- All food must come from approved sources (facilities approved and inspected by Sacramento County Environmental Health Division).
- No homemade foods allowed.
- Readily perishable foods must be refrigerated to 45°F or colder or kept and served hot at 135°F or warmer to prevent the growth of bacteria that can make people sick.
- Refrigeration, dry ice or ice may be used to keep foods cold. Do not keep foods at room temperature if they require refrigeration.
- Cooked foods must be heated to proper internal temperatures prior to service.
- Any person handling food must maintain a current Food Handlers Health Certificate approved by Sacramento County and must be on file in the school office.

- All local and state health codes must be followed to ensure proper cooking, cooling, storing and serving of any food on campus.
- All foods must be protected from contamination.

These are only a small sample of the local and state-required guidelines for food handling. **Nutrition Services can help with any questions or requirements for all events.**

Non-School Sponsored Trips (NSST)

The District values the opportunities that outside organizations provide to students toward educational travel experiences. Many District students have benefitted from participation in these programs; however, the District has strict guidelines for "School-Sponsored Trips" (See Board Policy 6153). When District or school names, phone numbers and teacher names are listed on the brochures for outside organizations, and when such brochures are distributed at District schools, parents might believe that such trips are school-sponsored.

To avoid confusion, the District will enforce the following rules at each of its schools when dealing with an organization/entity promoting a non-school-sponsored trip:

- No literature for any NSST will be distributed by District personnel at any District school or facility, except as authorized under Board Policy 1325.
- The names and telephone numbers of District schools **cannot** be used in any of the informational/promotional literature for NSST or on any related correspondence.
- **Informational/promotional literature for NSST and related correspondence must clearly state that any District teacher or employee leading or participating in the trip is acting in his/her individual capacity and not as an employee of the District.**
- **Informational/promotional literature for NSST and related correspondence must state that the District has no responsibility or liability for:**
    - The trip itself or any aspect thereof
    - Claims or damages arising from the trip
    - Any disciplinary issues that arise during the trip
    - Issues arising during an NSST are the responsibility of the organization/entity promoting the trip.
- Informational/promotional literature is not allowed to be disbursed at the school sites or at any District facility.

Chapter 9: Retention Timelines for ASB Records

Below are the legal guidelines regarding the retention of ASB-related documents and records.

Type of Record	Retention Time
ASB Constitution, Bylaws, and Charters	Permanent
Equipment Inventory	Permanent
Club and Council Minutes	4 Years
Budgets	4 Years
Invoices and Approval Documents	4 Years
Bank Statements, Deposit Slips, Canceled Checks, and other Banking Records	4 Years
Financial Statements and other Accounting Records	4 Years

Chapter 10: Task Delineation

District Business Office Staff

The Associate Superintendent/CBO or Designee will perform the following duties regarding ASBs:

- Provide and retain documentation (i.e., signed and dated attendance logs) for annual ASB training for all school and district employees who work with ASB activities
- Onboarding of new ASB Advisors.
- Periodically (at least annually), visit each school to provide support and to review the ASB procedures used at the school.
- Designate a contact within the Business Office if there are questions or concerns about ASB.
- Oversee and approve all fundraising events.
- Develop and maintain standardized forms.
- Perform a regular (i.e., monthly or quarterly) review of periodic financial statements from the ASB organizations and sign and date that they have reviewed the documents.
- Review, sign, and date the monthly bank reconciliations from the site ASBs.
- Provide internal controls over purchasing, if applicable
- Ensure a third-party fraud reporting whistleblower website and telephone hotline are available.

ASB Bookkeeper

The ASB Bookkeeper has the responsibility to:

- Collect funds from students and teachers.
- Properly count cash received and compare against documentation.
- Issue receipts to students and teachers making deposits.
- Safeguard funds in the school site's safe until deposited into the ASB bank account.
- Make deposits to the ASB bank account on a weekly basis (or more frequently if cash on hand exceeds $500).
- Prepare vendor checks once she/he has verified expenditures are pre-approved by the Student Council (as evidenced in the minutes), and the appropriate documentation (pre-approved purchase orders, invoices, packing slips, and Student Council minutes) has been approved.
- Process all financial transactions.
- Prepare monthly financial statements and bank reconciliations.
- Send monthly ASB club statements to club advisors.
- Ensure business policies, procedures and internal controls relating to ASB, such as those for accounting, purchasing, budget, and payroll, are communicated to and followed by all involved in ASB.

- Report any suspected fraud or abuse to the Principal/Site Administrator or the Business Office.

The ASB Bookkeeper acts as a controller and is the gatekeeper for student funds. The ASB Bookkeeper must be capable enough to say "No", and refuse to accept deposits, allow reimbursements or perform other transactions when policies and procedures are not followed. Both the ASB Advisor and Bookkeeper must work together and support each other and separate duties.

ASB Designee

The specific responsibilities of the **ASB Designee** are as follows:

- Collecting funds from related ASB activities.
- Issuing District issued receipts for each purchase, documenting sale item, type of tender exchanged, date, student ID, and name of ASB Designee issuing the receipt.
- Safeguarding money collected in a cash box.
- At the end of sale, the ASB Designee will count cash received and compare against receipts issued, in the presence of the ASB Bookkeeper.
- The ASB Bookkeeper will confirm the cash count and sign off on cash count.
- The ASB Bookkeeper will give a copy of the signed cash count to the ASB Designee to keep for their records.

ASB Advisor, Activities Director, Athletic Director, Coach, and Assistants

Specific responsibilities of the ASB Advisor, Activities Director, Coach or their Assistants are as follows:

- Providing guidance and direction, and being knowledgeable about how ASBs legal requirements.
- Overseeing the election/selection of officers and committee chairs, as well as ensuring that they understand and carry out their duties.
- Working with student leadership to prepare the annual budget and revenue projection estimates
- Approving expenditures along with the student representative and the board designee.
- Ensuring that the clubs are meeting and keeping minutes.
- Reviewing with the students all budgets, financial reports and transactions.
- Ensuring that only valid expenditures are made and authorized from the different clubs' funds.
- Ensuring that every organized club has a constitution in place and follows it.
- Providing supervision to ensure student safety and compliance during ASB activities.
- Ensuring that student organizations secure, in a school safe, any cash collected after hours and on non-school days.

- Ensuring that proper cash control procedures are established and followed at all times.
- Preparing for fundraising events, prepare ASB calendar of events, and doing proper follow-up to ensure internal control procedures are followed, which includes:
    - Submission of Fundraiser Request Forms
    - Submission of Potential Revenue Form
    - Awaiting proper approval of related expenses
    - Providing guidance to teachers on how to request the help of the Designee or Bookkeeper when it comes to fundraising activities
- Reporting any suspected fraud or abuse to the Business Office.

Principal or Site Administrator

The Principal or Site Administrator is responsible for the following major duties, which may be delegated to an ASB Advisor or Assistant Principal:

- Communicating the student organization policies and procedures to the staff and students, along with enforcing those policies and procedures.
- Supervising site staff members assigned to perform site financial tasks related to ASB and maintain adequate records of ASB activities, including the depositing of funds.
- Reviewing the monthly ASB reports.
- Deciding how many fundraising events will be held each year, and ensuring that they are appropriate for the students and the community.
- Scheduling and granting proper approval for fundraising events
- Monitoring the results of the fundraising activities
- Ensuring that all ASB funds are raised and spent in accordance with applicable laws and the District's policies and procedures.
- Working with the District's Administrative Services Office regarding training, implementation of good business practices, internal controls, and resolution of audit findings.
- Reporting any suspected fraud or abuse to the District's Administrative Services Office.

The Principal/Site Administrator may delegate some or all of these activities to a site employee, such as an Assistant or Vice-Principal, teacher, or classified site support staff member. The ASB conducts some of its business in cash. Therefore, it is important the Principal/Site Administrator involve a second staff member in the following processes:

- Making decisions about the use of ASB funds.
- Approval and monitoring of fundraising activities.
- Handling of all cash.

Student Council

The Student Council must oversee all of the student clubs in the school. The Student Council represents the students and has primary authority over student funds, with guidance from and adherence to District policy. The student council has the responsibility to:

- Develop and adopt the annual budget for the student council.
- Authorize the budgets for all student clubs.
- Authorize fundraising events for all student clubs, with additional authorization from the Principal/Site Administrator.
- Approve expenditures, in addition to approval from a board designee and the ASB advisor.
- Review financial reports and bank reconciliations from all student clubs.
- Approving the Student Council's policies and procedures and determining how its members will perform their duties, as well as the consequences for nonperformance of duties.

Student Store Staff

The Student Council operates the Student Store as a valuable service and fundraising event for the entire school body during the school day. With approval of the Principals/Site Administrator or Designee, the Student Council and Student Store Staff will:

- Establish operating hours of the store
- Determine stock, where the store will procure these items and at what costs
- Maintain accurate records and establish internal cash management controls based on District policies and procedures as outlined above
- Record the items and quantities of items sold each day, as well as cash received (A cash register is recommended)
- Complete a Daily Sales Form and submit it to the ASB Advisor for review
- Investigate discrepancies
- Schedule deposits nightly or regularly using a Cash Count form
- Conduct quarterly physical inventory using two separate students; ensure accuracy or check discrepancies. Complete the Student Store Monthly Inventory Calculation Form
- Train new students as necessary
- Follow all taxation procedures regarding regular sales.
- Ensure safety and security of the store and stock. Report possible theft to the ASB Advisor and Principal/Site Administrator immediately.

Resources

Visit the ASB webpage for additional information and to access the required forms.