

Guidelines for ASB Advisors

1. By October 1st, the Activities Director must submit a list of officers for every club and athletic group to the Business Office and ASB secretary. This does not include Booster or PTC, only ASB accounts. Bylaws must be current and on file each year.
2. Before a purchase can be made, the Activities Director must make sure there are club meeting minutes authorizing the purchase. At that time, a purchase order may be sent to the ASB secretary with the minutes attached.
3. Purchase Orders are submitted to the ASB office at least 3-5 days in advance of requested check. Purchase Orders will be only open for 60 days and then they will close automatically
4. After receiving board approval, a few things must happen.
 - A Purchase Order Request must be submitted with the Price Quote and Club Minutes approving the purchase.
 - After the Purchase Order Request is submitted to the ASB office, you may order the product.
 - Packing slips and an invoice is required upon receipt of merchandise. This gives approval to the ASB office to pay the vendor. Timely submission to the ASB office is appreciated as the vendor is awaiting payment.
 - At the beginning of each year on July 1st, all unpaid purchase orders will be voided. Please make sure all of your bills and documents are turned in prior to that date.
5. Debit Cards – RHS ONLY
Debit cards are available to be checked out which can be drawn on an ASB account. These cards are available to club advisors only. A purchase order must be done first and include the language “not to exceed your amount.” The card is checked out the day you intend to purchase items and can only be used by club advisor. The card is not to be given to another staff or parent to purchase items. It is the club advisors responsibility for the safety and security of the card. The card must be returned to the ASB office before school starts the next day. All original receipts must be attached along with supporting documentation. Failure to comply with rules will eliminate the club from participating in use of the debit card for one school year.
6. A \$100 dollar limit per month on employee reimbursement is available. Employees are encouraged to use the Purchase Order System. A list of vendors that will accept a purchase order can be provided if you request one.
7. Vendors will be asked to complete a W-9 for income tax purposes. Until they complete the W-9, checks will be held.
8. Three to five day processing time is required for all checks. (Exception Referees) No same day checks will be accepted.
9. When a staff member submits for a reimbursement the following must be present. NO EXCEPTIONS see page 130 in the ASB CASBO handbook.
 - Original receipt (not a copy)
 - Receipt must be itemized
 - Minutes showing approval of purchase
 - Purchase Order for reimbursement
 - Prior approval from Activities Director.
10. No checks will be issued for a KCUSD ASB account if the account balance is negative. NO EXCEPTIONS!
11. Students are not to be reimbursed or use their own money for expendaures.
12. Please just keep in mind the ASB are funds that belong to and are run by the students. They do not belong to coaches, teachers or administrators.

13. **Year End** - Year End spending plan must be submitted to the ASB office by April 1st. This can be done on a 8 ½ x 11 piece of paper and nothing formal. Just your intended expenses up to the end of the year. This let's us project cash flow.
14. **PO Cut Off** Purchase Order cutoff is May 1st. What does this mean? . No Purchase Orders will be accepted from the ASB office after May 1. Please turn in your Purchase Orders prior to May 1st for graduation, club events etc.... you may estimate the expenses.
15. All outstanding bills must be submitted by teacher check out day if any. You may not pay any bills the following year!
16. Candy Sales – when candy boxes are checked out to students, it will be checked out by the ASB office creating a “bill” that the student owes. When the students returns the cash from the sales of candy, it will also be checked into the ASB office giving them a credit. This takes the chasing down from the teacher and prevents liability that is not tracked.
17. Prom Tickets – Shall also be purchased through the ASB office.

MINUTES Sample

The student body organization and each club within the organization should keep minutes for each meeting. The minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fund-raising ventures, and expenditures authorizations. The minutes might be organized as follows:

I. Introductory data

- A. Location of meeting
- B. Date and time of meeting
- C. Attendance at meeting
 1. Presiding officer
 2. Number of members present
 3. Advisor(s)

II. Report of business

- A. Minutes of previous meeting
- B. Activities of standing committees or special committees
- C. Communications
- D. Old business
- E. New business

Each motion must be reported. In the report, the motion must be stated, the person who made the motion and the person who seconded it must be named, and the result of voting must be given.

**High School
Aquatic Club
Board Meeting held in ASB offices
April 24, 2010**

Members attending: Bruce Banks, Christy Brown, Pete DeClerk, Claudia Johnson, Doug Johnson, and Doug Kawaguchi (Advisor).

Call to Order

The meeting was called to order at 1:15 pm.

Approval of Minutes

The minutes of the April 4, 2010 meeting were approved as presented.

Financial Report

Bruce presented a financial report from 4/1 to 4/20

Total income \$4,110.95

Total expenses\$ 808.36

Old Business

Swim Banquet: Invitations have gone out through the mail to all swim families. The cost per dinner is \$21.00 per person if paid in advance, \$25.00 at the door.

The invitation states how much each swimmer earned towards the payment of their dinner. The menu is Roast Turkey with stuffing, Lasagna, Garlic Mashed Potatoes, Green Salad, Fresh Fruit, Green Beans, Rolls and an assortment of desserts.

Christy will do up a program book with the events for the evening. Pete will put together a slideshow from the season.

Claudia Johnson motioned to purchase the senior and captain gifts not to exceed \$200.00.

Motion carried out , next meeting will be held on Tuesday, May 15, 2010 at 1:30 pm in the ASB office.

Meeting adjourned at 2:25 pm.

Christy Brown

Topics of discussion to help advisors stay out of trouble!

1. Purchase Orders must be created and approved before the goods or services can be purchased.
2. A purchase order and all required documents must accompany the submitting of an Application for Field Trip. Available funds in the ASB account must be present for the travel amount or request will not be forwarded to the board for approval.
3. Upon the receipt of goods/services, the Purchase Order, Invoice and all other documentation must be returned to the Finance office marked "ok to pay" written on the Purchase Order to signify the entire order has been received and payment should be sent to the vendor.
4. Car Washes must have a permit from the city. This must accompany your Application for Fund Raising.
5. Use of cafeteria or any field or area on campus must be reserved through the Facility Use Form process. They also must be submitted at least four weeks in advance.
6. Quotes must be dated.
7. When submitting a purchase order to the ASB office, please complete the document with full address, phone number and detail of what you are ordering.
8. Invoices turned in timely. Example..... Volleyball Purchase Order is December, invoice is dated October. Vendors should not take an order without a purchase order.
9. Invoices submitted must be an original invoice that is numbered, dated and a formal invoice. No handwritten invoice on a piece of paper. They must be a legal document. They also must be a valid vendor with a business license.
10. No students can deliver or pick up a cash box.
11. Cash boxes must be returned on Club Days before leaving school. Cash boxes are not to be locked up in classrooms or be taken home.
12. A club may not pay for transportation fees (\$30) for one student. If they pay for one, they must pay for all of the team. Any students that cannot afford to pay for the transportation fee must apply for assistance through the Learning Director. The District will assist you with funds to start up this account.
13. Cash will be locked at night in the metal drop boxes or a safe.

Cash Control

It is important to tie all proceeds back to the fund-raiser that were generated from the event. Club advisors and school administrators must ensure that proper internal controls exist and to include the following:

- Ticket control procedures
- Proper inventory of concession items
- Cash handling and chain of custody
- No commingling of receipts
- Immediate delivery of event proceeds to school accountant or administrator
- Vendors may not be paid from the cash box
- Cash may not be left in anyone's car or in an office overnight.
- Designated secure areas must be approved for cash containment
- During the fundraising event, regular deposits should be made to the finance department. These regular deposits are designed to keep money out of classrooms, especially over weekends.
- When the event is over an accounting of all money must be turned into the finance office.
- Along with the final deposit, a listing of student who still owes money should be submitted.
- No money should be collected by the advisors beyond the final deposit. All payments should be made to the student finance office to clear their bill.