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# **GENERAL INFORMATION**

## **ASB DEFINITION**

### *For the Students by the Students*

## **ASB BUDGET**

- Preliminary Budget for next school year due in Business Services by June 1.
- Approved final budget due October 1.
- ASB meeting minutes approving final budget must be included with final budget.
- The budget should be reviewed monthly and revised as needed. Expenses exceeding the budgeted amount will not be processed until the budget is revised.

## **CLUBS/CLASSES**

- Students seeking to establish a club must submit a charter to Student Council for approval. All Charters must be on file at the District Office before an Account is established.
- The fund in club/class accounts carry over from year to year.
- The funds in the Senior Class account will be transferred to the ASB General Fund at the end of the calendar year unless directed otherwise by the class.
- Fundraising activities must follow the site's approval process. Fundraising proceeds are to benefit the entire club as whole and not individual students.
- Club account balances will revert to the ASB General Fund after 18 months of no activity.
- Clubs must prepare and maintain meeting minutes. Meeting minutes are required back-up for disbursement requests.

## **REVENUE**

## **PROHIBITED SOURCES OF REVENUE**

- Food Sales During School Hours
- Boutiques or other sales by individuals unless pre-approved by Business Services.
- Used jewelry or used clothing sale.
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**TICKET SALES**

- Students may not be asked to provide an explanation if they do not donate.
- Donations must be turned into the site office or athletic director  
Checks made payable to the school.

## **EXPENDITURES**

### **ACCEPTABLE EXPENDITURES**

- School-wide assemblies.
- School-wide rallies.
- School-wide social events.
- Beautification or enhancements to campus public areas.

### **PROHIBITED EXPENDITURES**

- Anything for instructional use that is the standard responsibility of the District.
- Instructional incentives and awards.
- Salaries, stipends and other financial compensation to any person that is the standard responsibility of the District.
- Gifts and articles for the personal use of District employees, volunteers and others.
- Vitamins, medicines, nutritional supplements, feminine products.
- Individual memberships in professional organization.
- Alcoholic beverages.

### **PURCHASING PROCEDURES**

- All Purchase Requisitions must be pre-approved by ASB, and include club, class and/or ASB meeting minutes
  - “Open Purchase Orders” are used for multiple vendors.
  - Single Vendor Purchase orders are to a specific vendor (if unsure of the vendor, please set up an open purchase order)
  - List names of authorized purchasers and vendors to be used.
  - Explain the purpose for the purchase order and the dollar amounts.





- Alcohol beverages will not be reimbursed. Tips in excess of 20% are not reimbursable.