The ASB Director and ASB Bookkeeper: Working on the Same Team

CONTINUING CYCLE

Rules and Procedures

I understand the rules concerning purchasing items, potential revenues, and

calculating numbers as presented by the ASB Bookkeeper and ASB Director.

If student do not follow proper procedures, I may be held liable for the

amount of a purchase made by any member of my designated club or sport.

I have read any purchases I make shall reflect the proper payment on the

credit requisition, a purchase order approved by ASB.

Also, I have read the contents of the attached information related to the task

of the ASB Bookkeeper concerning dealership funds.

A copy of this form will remain on file as long as you are the administrator

of an ASB approved club or sport. You will receive a copy of this form for your

records.

Thank you for your cooperation,

Darlene Johnson
ASB Bookkeeper
Order of Paperwork

• Remember this: If you purchase something before receiving the ASB approved purchase order, you may be held liable for that purchase.

If you are going to sell for a fundraiser, you must fill out a potential revenue form before you start the sale.

FORMS

- BUDGET
- CASH BOXES
- REFUNDS
- POTENTIAL REVENUE
- FUNDRAISER
- MISC.
- TEXTBOOKS
- RAIDERFEST
- OCTOBERFEST
- SPIRIT SALES
- DANCES
- CHECK REQUESTS
- TRANSFERS
- REQUEST FOR REFUND
- POTENTIAL REVENUE
- ADDITIONAL FORMS
- DONATION
- BUDGETS-PROPOSED, FINAL
- BUDGET CARRYOVER
- CASH VERIFICATION
- REQUEST FOR REFUND
- POTENTIAL REVENUE
- ADDITIONAL FORMS

All forms may be customized to suit each site’s needs. They are an important part of your papertrail for the auditors.

IMPORTANT NOTES TO REMEMBER: ASB BOOKKEEPER’S POLICIES

If your paperwork is not done properly, you may not be able to do the work for the club. Be aware of the rules and procedures to ensure the proper documentation.

Planning a fundraiser? Make sure that you first get the form from the ASB office by purchasing the club form. Then turn it in to the office for processing. Any funds not turned in to the office will not be counted for your fundraiser. It is a good idea to plan ahead.

If your club needs a cashbox for an activity, you need to give the Bookkeeper at least 3 days notice.

We do not keep a huge amount of extra funds on hand and we need to allow for the money.
Locate the ASB Bookkeeper

The ASB Bookkeeper’s office, located in front the “Raider’s Cove”, the Student Store, handles all monetary transactions for the student. Students must show a current ID card for service at the window.

The Hours of Operations

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am to 7:55 am</td>
<td>Before school begins</td>
</tr>
<tr>
<td>10:04 to 10:13 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>12:23 pm to 1:03 pm</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>3:13 pm to 3:45 pm</td>
<td>After school</td>
</tr>
</tbody>
</table>

*Schedule subject to change

MORE TIPS

The club minutes need to be turned in at the end of the school year. Each club must keep minutes for each meeting detailing proceedings, all fiscal matters, approved fundraiser ventures and expenditure authorizations. ASB minutes are important when opening bank accounts as well.

For the convenience of the students, the window hours are as follows:

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Meet with your ASB Director and go over the Calendar for each quarter.

Tips for the Audit and Making the most of your time.
SUGGESTIONS FOR YOU TO TRY

Attend CADA & all fiscal workshops for your area and include your ASB DIRECTOR.

**Why the need for a fundraiser contract?**

- What does your advisor do when a student has not returned a fundraiser product or money from its sale?
- Did you know that a school may lawfully withhold grades, a diploma, or transcripts until a student or parent makes good on paying a debt for district property, which includes fundraiser items. See ED Code Section 48904.

**General Contract for Fundraising Activities**

I, _______________________, Student ID# ________________________

(Print your name)

Do hereby agree to sell ____________________________

for ____________________________

(Item to be sold) (Activity/club)

I agree to turn in all funds for the above mentioned items or I shall return the items that I could not sell. I shall be held liable for any missing items or funds at the end of the fundraising period.

Failure to comply with the fundraising policies can possibly prevent me from participating in CHS student activities, and I am aware that the school may withhold my grades, a diploma [if applicable] or transcripts pending the repayment for the school district property (the fundraiser items).

By signing below, you agree to all fundraising policies as stated above.

Return this form to the advisor prior to the sale.

Parent/Guardian Signature ____________________________

Club Advisor Signature ____________________________

Date ____________________________

Received by ASB Bookkeeper ____________________________
What are some of the ways you can use Tracks & Schoolbooks to make your job more efficient?

- Taxes
- Flagging Accounts
- Dances: Guest List
- Transcript Request on Web Store
- Fundraisers

Helps to ease stress
Gives you more time
Makes paperwork easier to handle
Auditors love the program

Offsite Fiscal Assistance

- California Association of School Business Officials
- FCMAT
- Financial Crisis and Management Assistance Team
- www.fcmat.org

Notes Page