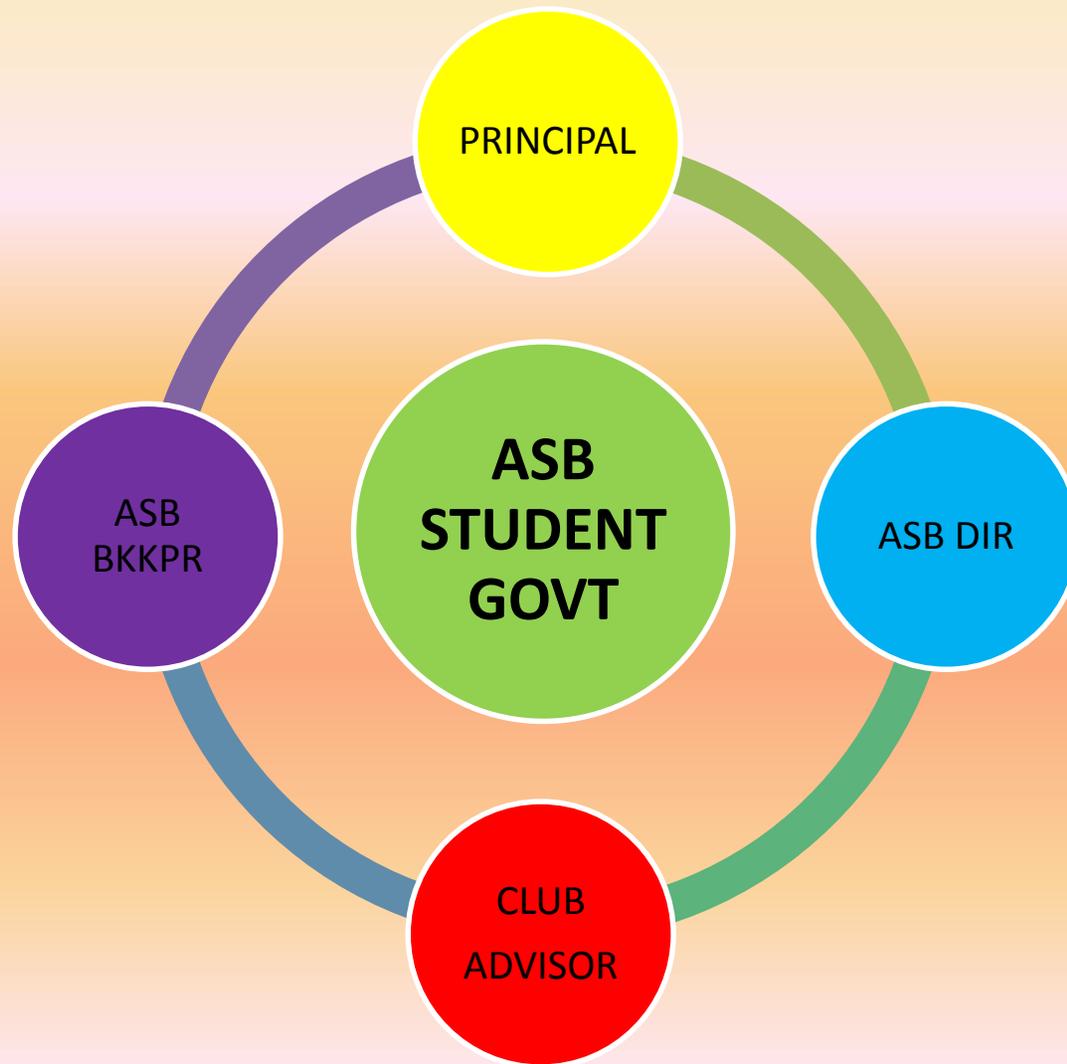




**The ASB Director and ASB
Bookkeeper: Working on the Same
Team**



CONTINUING CYCLE

Rules and Procedures

ADVISOR ACKNOWLEDGEMENT

PRINT NAME
CLUB OR SPORT
SIGNATURE
DATE

I understand the rules concerning purchasing items, potential revenues, and fundraising matters as presented by the ASB Bookkeeper and ASB Director.

If I/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. this includes any purchases I may make without the proper paperwork on file [a requisition, a purchase order approved by ASB].

Also, I have received a packet of all pertinent information related to the tasks of the ASB Bookkeeper concerning club/sport funds.

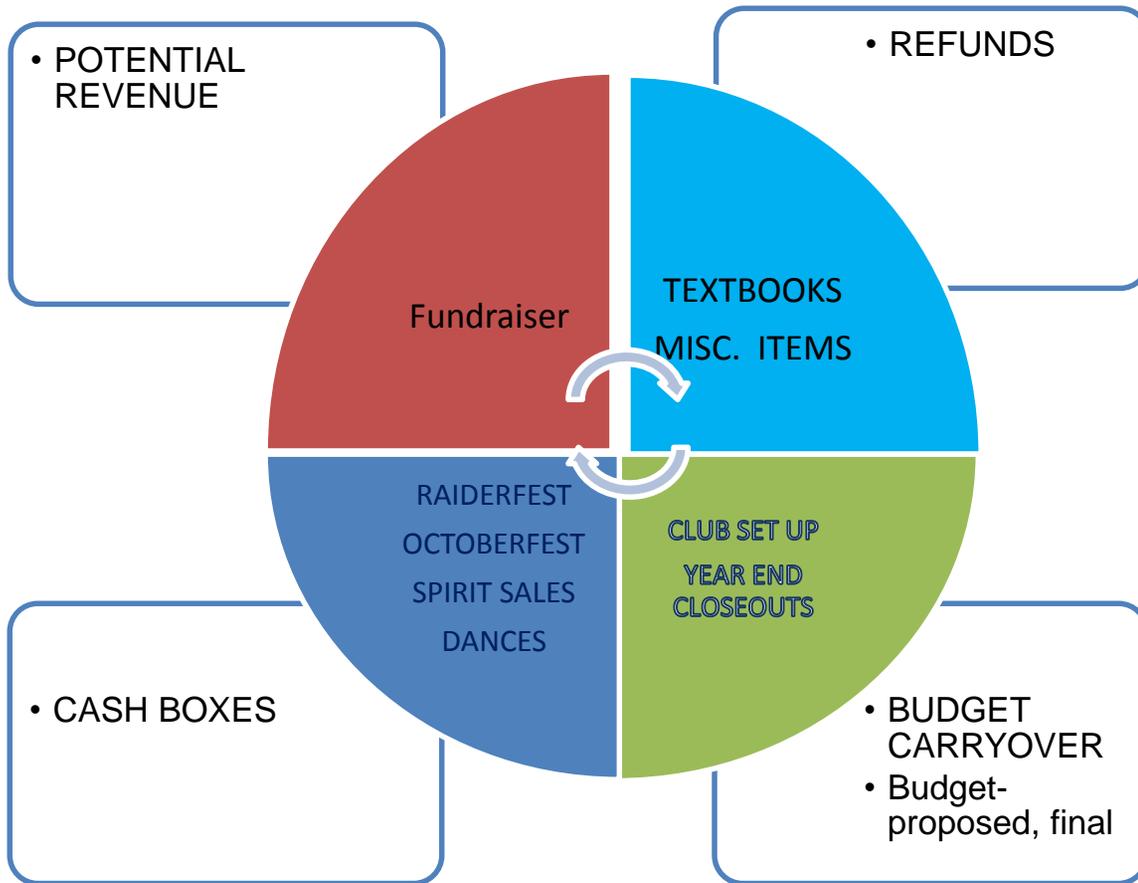
A copy of this form will remain on file for as long as you are the advisor/coach of an ASB approved club or sport. You will receive a copy of this form for your records.

Thank you for your cooperation.
Darlene E. 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.



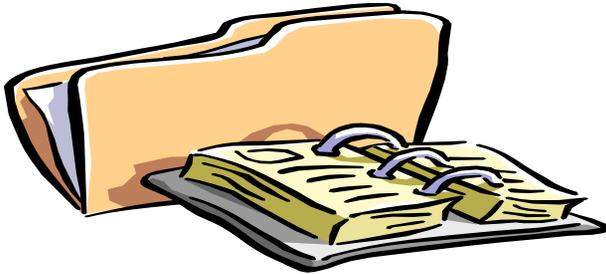
- FORMS**
- CHECK REQUESTS
 - TRANSFERS
 - CASH BOX REQUEST
 - REQUEST FOR REFUND
 - POTENTIAL REVENUE
 - ADDITIONAL FORMS:
 - DONATION
 - BUDGETS- PROPOSED, FINAL
 - BUDGET CARRYOVER
 - CASH VERIFICATION
 - TICKET LOGS

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 RE: ASB BOOKKEEPER'S POLICIES

If your paperwork is not done properly, You may be held liable for the amount of the bill. To avoid the risk of personal liability, individuals should not circumvent the proper procedures.



Planning a fundraiser? Make sure that you first put the event on the ASB Calendar, by contacting the ASB Director at least two weeks in advance. At the same time, complete a potential revenue form. This must be completed for every fundraiser your club/sport team plans.

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 this money.

Locate the ASB Bookkeeper

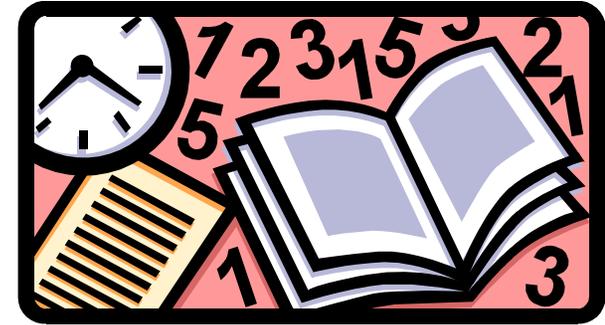
The ASB Bookkeeper's office, located in front the "Raider's Cove", the Student Store, handles all monetary transactions for the student. Students must show a current ID card for service at the window.

The Hours of Operations
Monday thru Friday*

7:30 am to 7:55 am	Before school begins
10:04 am to 10:13 am	Nutrition Break
12:23 pm to 1:pm	Lunch Break
3:13 pm to 3:45 pm	After school
*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:

7:30 am to 7:55 am
10:04 to 10:13 am
12:23 to 1:03 pm
3:13 to 3:45 pm

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 CIHS 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?**

HELPS TO EASE STRESS
GIVES YOU MORE TIME
MAKES PAPERWORK EASIER
TO HANDLE
AUDITORS LOVE THE
PROGRAM

- TAXES
- FLAGGING ACCOUNTS
- DANCES: GUEST LIST
- TRANSCRIPT
REQUEST ON WEB
STORE
- FUNDRAISERS



OFFSITE FISCAL ASSISTANCE

- California Association of School Business Officials



CASBO

FCMAT



- Financial Crisis and Management Assistance Team
- www.fcmat.org

Advisor Workshops

Each September you should hold an information meeting for all Club Advisors And Coaching Staff. Our Activity AP announces the meeting which is mandatory. Each person must sign in. If they are not at this meeting, then a make-up one will be held.

All attendees are given a packet of forms that we use for all activities. They also sign that they understand their role as advisor of a club. [Sports are considered clubs by FCMAT; therefore, the coach must follow the same rules as a regular club.]

While I present the meeting, my ASB director is usually included as a presenter. We do attempt to separate our duties as director and bookkeeper; however, you will find that many times, people will meet with the bookkeeper to go over their duties as an adjunct advisor. For that reason, I do hold one-on-one training sessions with teachers. I also work with the Athletic Director to hold a meeting just for his coaching staff. Makes it easier since they are often busy after school when I hold the training sessions.

