

Welcome to CADA 2018!

THE
LITTLE ASB
THAT COULD

ASBWorks

THE COMPREHENSIVE STUDENT FUND MANAGEMENT SOLUTION

Let ASBWorks Work For You
Presented By: Monica White

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software

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Overview

- Responsibilities of the Activity Director in ASBWorks
- Student Store
- Fundraising
- Ticket Logs
- Reports
- Point of Sale



Responsibilities of the Activity Director/ASB Advisor:

Activity Directors and ASB Advisors are responsible for obtaining the knowledge of the ASB's operation


- ASBWorks offers full oversight to administrators
- ASBWorks offers unlimited access

Create/Change Login

Username (Email) *

Password *

Role *

Expiration 

Choose accounts this user can view with the Account Statement Report

Account
(7)
7118742 (11)

Multiple Accounts Selected

- Accounts Receivable
- ASB General
- Bank Charges
- Bank Reconciliation Difference
- Checking
- Class of 2016
- Class of 2017
- Class of 2018
- Class of 2019
- Cost of Goods Sold



Responsibilities of the Activity Director/ASB Advisor:

Responsible for assisting students in the approval of expenditures

- ASBWorks offers PO approval reports intended for meetings

ASBWorks Walnut High School

PO List for Approval
From July 1, 2017 to February 17, 2018

Date	PO #	Vendor	Account	Memo	Total	Enc. Balance
2019 Class of 2019						
10/18/2017	8	Open Purchase Order		Items Needed for Prom	\$ 10,000.00	
PO Totals					<u>\$ 10,000.00</u>	<u>\$ (10,265.00)</u>
3005 ASB General						
1/24/2018	9	Costco		Water	\$ 19.95	
1/24/2018	9	Costco		Candy Bars	199.90	
PO Totals					<u>\$ 219.85</u>	<u>\$ 32,339.55</u>
PO Account Totals					<u>\$ 10,219.85</u>	<u>\$ 22,074.55</u>

Prepared By

Date

Approved By

Date



Responsibilities of the Activity Director/ASB Advisor:

Assist students in preparation of the budget and revenue projection estimates

- ASBWorks offers a budget tool

Budgets

Select Budget: 2017-2018 Delete This Budget Create New Budget

Name	Annual Total	Jul	Aug	Sep	Oct	Nov	Dec
Income							
ASB Card Revenue							
ASB Script Revenue							
Dance Revenue							
Pace CC Income							
Student Store Revenue							
Expenses							
ASB Card Expense							
Bank Reconciliation Difference							
Cost of Goods Sold							
Dance Expense							
Pace Monthly Expense	660.00	660.00					

Pace CC Income

Annual Total:

July	<input type="text" value="660.00"/>	January	<input type="text" value="0.00"/>
August	<input type="text" value="0.00"/>	February	<input type="text" value="0.00"/>
September	<input type="text" value="0.00"/>	March	<input type="text" value="0.00"/>
October	<input type="text" value="0.00"/>	April	<input type="text" value="0.00"/>
November	<input type="text" value="0.00"/>	May	<input type="text" value="0.00"/>
December	<input type="text" value="0.00"/>	June	<input type="text" value="0.00"/>

Income Ok Cancel

Change Amounts Report Format PDF Print Save Budget

ASBWorks Walnut High School **Budget to Actual**
From July 1, 2017 to February 17, 2018

Account Number	Name	Actual	Budget	Difference
Income				
4305	ASB Card Revenue	0.00	40,000.00	(40,000.00)
4306	ASB Script Revenue	11.93	350.00	(338.07)
4307	Dance Revenue	0.00	12,000.00	(12,000.00)
4308	Student Store Revenue	0.00	55,000.00	(55,000.00)
4399	Pace CC Income	0.70	660.00	(659.30)
	Total Income	12.63	108,010.00	(107,997.37)
Expenses				
5305	ASB Card Expense	12.00	225.00	(213.00)
5307	Dance Expense	0.00	600.00	(600.00)
5308	Student Store Expense	0.00	25,000.00	(25,000.00)
5399	Pace Monthly Expense	20.00	660.00	(640.00)
	Total Expenses	32.00	26,485.00	(26,453.00)
	Net Gain or Loss	(19.37)	81,525.00	(81,544.37)



Responsibilities of the Activity Director/ASB Advisor:

Ensure proper cash control procedures are followed

- ASBWorks has built in control features such as sequential numbers on checks, receipts, PO's and Journal Entries as well as once funds are recorded, transactions cannot be removed

RECEIPT	1/11/2018	41
RECEIPT	1/11/2018	42
RECEIPT	1/11/2018	43
RECEIPT	1/15/2018	44
RECEIPT	1/15/2018	45
RECEIPT	1/15/2018	46
RECEIPT	1/24/2018	47
RECEIPT	1/24/2018	48
RECEIPT	1/24/2018	49
RECEIPT	1/26/2018	50
RECEIPT	1/31/2018	51

Jackson, Jackson	ASB General	\$	0.25
Miranda, Richard	ASB General		15.00
Harrison, Toby	ASB General		55.00
Martinez, Marilu	Yearbook		100.00
Ball, Elora	ASB General		30.00
Garrison, Tavaurus	ASB General		30.00
Kerry, Robert	Yearbook		100.00
Donner, Aunjel	ASB General		85.50

ASBWorks Walnut High School

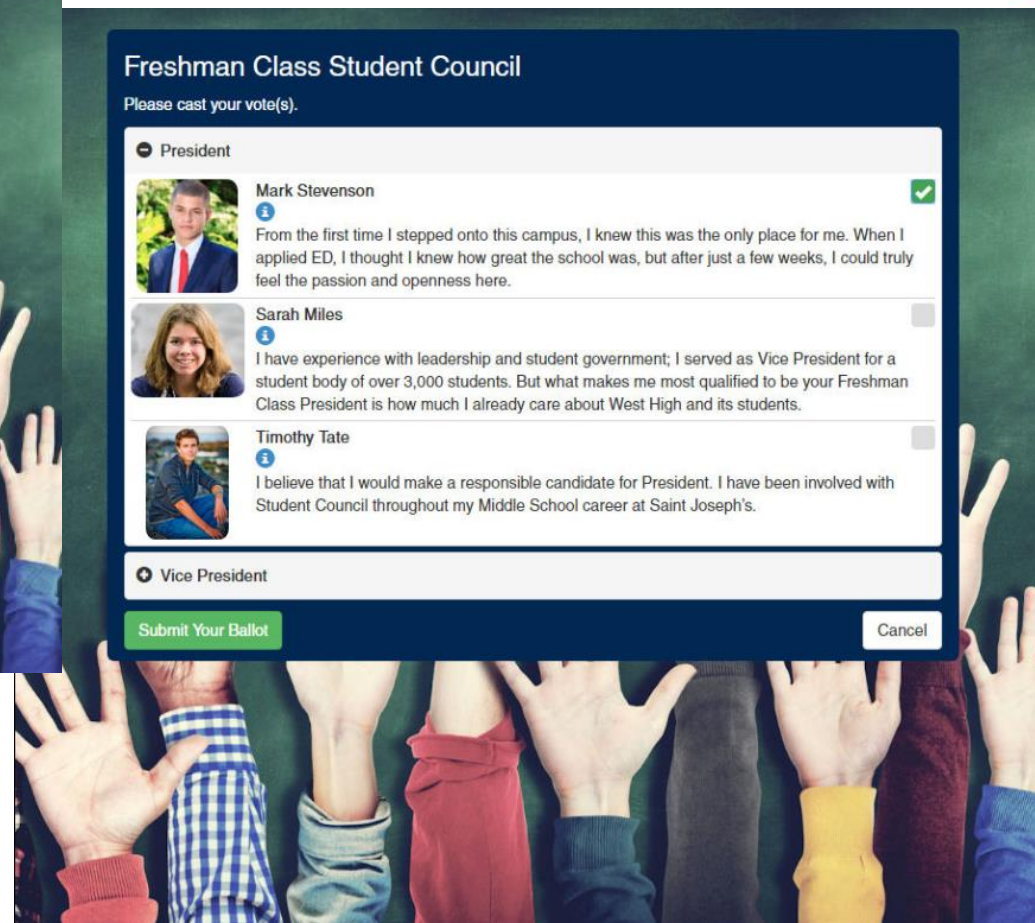
Checks Report - Checking (1000)
From July 1, 2017 to December 31, 2017

Date	Number	Name	Memo/Account	Amount	Voided	Cleared
10/6/2017	5	Office Depot 2	Yearbook	\$ 125.00		10/31/2017
			3010 Yearbook	125.00		
10/6/2017	6	Smart & Final	3005 ASB General	50.00		10/31/2017
10/6/2017	7	Smart and Final	1111 Petty Cash	50.00		10/31/2017
10/6/2017	8	Smart & Final	Invoice#S551122: PO #6: Snack Bar Items - Athletics	199.90		10/31/2017
10/18/2017	10	Aunjel Donner	3005 ASB General	199.90		
			PO#8: Open Prom PO - DJ Expense	500.00		10/31/2017
			2019 Class of 2019	500.00		
10/18/2017	11	Epic Sports	Invoice#E1234: PO #7: Athletic Equipment	999.50		10/31/2017
10/18/2017	9	Epic Sports	3005 ASB General	999.50		
			PO#7: Athletic Equipment - Deposit	500.00		10/31/2017
10/18/2017	5204h	Smart & Final	3005 ASB General	500.00		
			Student Store Supplies	100.00		10/31/2017
10/25/2017	12	District Vendor	3005 ASB General	100.00		
				1.00		10/31/2017
11/27/2017	13	Costco	3005 ASB General	1.00		
			PO#3: tents	40.00		
11/27/2017	14	Hersheys	3005 ASB General	40.00		
			Candy Boxes	5,000.00		
			3005 ASB General	5,000.00		
			Total	\$ 7,565.40		



Responsibilities of the Activity Director/ASB Advisor:

- Oversee the election
- ASBWorks offers election software
- Polling Works will be available in the new fiscal year





Student Store

Issues that can arise:

- Long Lines
- Sales List
- Inventory
- Cash Record

ASBWorks:

- Offers unlimited users and unlimited stations
- Provides a detailed item listing for every item sold
- Inventory easily kept for internal control of items
- Cash is recorded and tracked from the moment it leaves the hand of the student until it reaches the bank



Student Store

Item Sales Report:

Report may be created for specific items

ASBWorks Walnut High School

Item Sales Report

All Sales - From July 1, 2017 to February 17, 2018

Date	Num	Student ID	Last	First	Gr	Product	Effective Date	Price	Qty	Rem	Item Total	Payments	Credits	Amount Due
10/06/2017	14	7345402	South	Paige	9	YEARBOOK		\$ 100.00	1	0	\$ 100.00	\$ 100.00	\$ 0.00	\$ 0.00
10/18/2017	17	6705001	Kerry	Robert	10	YEARBOOK		100.00	1	0	100.00	100.00	0.00	0.00
10/27/2017	23	7103229	Smith	Brianna	10	YEARBOOK		100.00	1	0	100.00	1.00	0.00	99.00
11/20/2017	25	110799	Morais	Christian	12	YEARBOOK		100.00	1	0	100.00	0.00	0.00	100.00
12/20/2017	38	7120766	Park	Rabee	12	YEARBOOK		75.00	1	0	75.00	75.00	0.00	0.00
12/20/2017	40	7108297	Ball	Elora	11	YEARBOOK		100.00	1	0	100.00	0.00	0.00	100.00
01/15/2018	44		Martinez	Marilu		YEARBOOK								
01/24/2018	47	6705001	Kerry	Robert	10	YEARBOOK								
01/26/2018	50	7103229	Smith	Brianna	10	YEARBOOK								

	A	B	C	D	E	F	G
1	Date	Student ID	Last	First	Gr	Signature	
2	10/6/2017	7345402	South	Paige	9		
3	10/18/2017	6705001	Kerry	Robert	10		
4	10/27/2017	7103229	Smith	Brianna	10		
5	11/20/2017	110799	Morais	Christian	12		
6	12/20/2017	7120766	Park	Rabee	12		
7	12/20/2017	7108297	Ball	Elora	11		
8	1/15/2018		Martinez	Marilu			
9	1/24/2018	6705001	Kerry	Robert	10		
10	1/26/2018	7103229	Smith	Brianna	10		
11							
12							

Report Format

EXCEL ▼

PDF

EXCEL

HTML

Create



Student Store

ASBWorks



ASBWorks makes tracking inventory easy

ASBWorks Reports: Inventory Count Sheet & Item Summary Report

- Print an inventory count sheet to use as needed. Sale of items reduces inventory automatically

Mittel High School		Physical Inventory Worksheet	
Item	Physical Count		
1. Registration			
Grad Night 2015: Bus 1	_____		
Grad Night 2015: Bus 2	_____		
Grad Night 2015: Bus 3	_____		
Yearbook	_____		
2. ASB SALES			
Sweatshirt: Small	_____		
Sweatshirt: Medium	_____		
3. Class of 2015			
33 PROM TICKETS: Bus 1			
33 PROM TICKETS: Bus 2			
33 PROM TICKETS: Bus 3			
5. Athletics			
Baseball Training Shirt			
Basketball Tshirt			
MKBbaskRose			
Club Sales			
APB FOR LANG CHOCOLATE STRAWBERRIES			
Fundraiser			
JB BASEBALL DECAL			
Roses			
Senior Class			
Senior Sweatshirt			
Yearbook			
Sr Pano Pic			

Mittel High School

Item Summary Report
From February 1, 2015 to February 23, 2015

Name	Options	Price	Quantity	Total
PROM TICKETS		250.00	2	500.00
PROM TICKETS		375.00	1	375.00
Baseball Training Shirt		20.00	2	40.00
Homecoming Dance 2015		20.00	-1	(20.00)
MKBbaskRose		1.00	22	22.00
New shirt		15.00	1	15.00
PE LOCK		5.00	1	5.00
Prom Ticket		95.00	3	285.00
Roses		1.00	1	1.00
See's Candy		50.00	1	50.00
Senior Prom		50.00	1	50.00
Senior Sweatshirt		40.00	3	120.00
Senior Trip		225.00	5	1,125.00
Yearbook		80.00	6	480.00
				\$ 3,048.00



Student Store

ASBWorks



ASBWorks makes cash tracking easy

1 YEARBOOK	75.00
1 SPIRIT SHIRT	13.50
SIZING: SMALL	
SIZING: MEDIUM	
1 KEY CLUB SHIRT	15.00
SIZE: S	
1 ASB CARD	30.00
SOLD TO KERRY, ROBERT (6705001) (10)	
SUBTOTAL	133.50
TAX	0.00
TOTAL	133.50

ASBWorks Walnut High School

Deposit Journal
Checking (1000)

Deposit Date	02/17/2018	Receipt Totals	
Deposit Totals		Total Checks	0.00
Total Checks	0.00	Total Cash	133.50
Total Cash	133.50	Total	\$ 133.50
Total	\$ 133.50	Number of Receipts	1
Number of Checks	0		

Make Deposit

Date: 02/17/2018 Deposit In: Checking Memo: Deposit Handwritten

Receipts To Deposit							
<input type="checkbox"/>	Date	Rcpt No	From	Method	No	Name on Check	Amount
<input type="checkbox"/>	02/17/2018	52	Kerry, Robert	Cash			133.50

Total Checks: 0.00 Total Cash: 0.00 Total Deposit: 0.00

Account Name	Description	Amount
Student Agenda	YEARBOOK	\$ (25.00)
ASB General	ASB Card	30.00
ASB General	Spirit shirt	13.50
Yearbook	Key Club shirt	15.00
Yearbook	YEARBOOK	100.00
	Total	\$ 133.50

From	Total	Description	Account No.	Account Name	Amount
Kerry, Robert	\$ 133.50	ASB Card	3005	ASB General	\$ 30.00
		Key Club shirt	3010	Yearbook	15.00
		Spirit shirt	3005	ASB General	13.50
		YEARBOOK	2687	Student Agenda	(25.00)
		YEARBOOK	3010	Yearbook	100.00

Prepared By

Date

Approved By

Date



Fundraising in ASBWorks

ASBWorks make it easy to keep track of your fundraisers

ASBWorks Walnut High School

Candy Bars Activity Recap
Through February 17, 2018

Summary

Start Date:		End Date:	
Item Sales			
Total Item Sales:	\$ 10,000.00		
Total Estimated Sales	\$ 10,000.00	Actual Sales:	\$ 9,960.00
Item Costs			
Total Item Costs:	\$ 5,000.00		
Total Fixed Items:	0.00		
Total Estimated Costs	\$ 5,000.00	Actual Costs:	\$ 5,000.00
Estimated Profit:	\$ 5,000.00	Actual Profit:	\$ 4,960.00

Notes:

Write New Check

Bank Account Checking (\$82,121.22)	Payment Date 02/17/2018
Payable To Hersheys	Amount \$ 5000.00
Mailing Address Hersheys	<input type="checkbox"/> Handwritten? Check No. To Print

Open Documents

Total: \$5,000.00		
Fundraiser	Memo	Amount
Candy Bars	Purchase of the candy bars	\$5,000.00
		\$0.00

Actual

Sales

Date	Type	Number	Description	Amount
ASB General				
11/27/2017	RECEIPT	27	Ms. Smith: - ASB General	\$ 4,970.00
11/27/2017	VOID RECEIPT	27	Ms. Smith: - ASB General	(4,970.00)

2/17/2018 2:59 PM

Page 1 of 2

Estimated

Item Name	Quantity	Amount	Subtotal
Hershey Box	500	\$ 10.00	\$ 5,000.00
Total Estimated Item Costs			\$ 5,000.00

Item Name	Quantity	Amount	Subtotal
Total Estimated Fixed Items			\$ 0.00

Item Name	Quantity	Amount	Subtotal
Hershey Box	500	\$ 20.00	\$ 10,000.00
Total Estimated Item Sales			\$ 10,000.00

ASBWorks Walnut High School

Candy Bars Activity Recap
Through February 17, 2018

Sales

11/27/2017	RECEIPT	28	Mr. Jones: - ASB General	9,960.00
				\$ 9,960.00
Total Actual Sales				\$ 9,960.00

Costs

Date	Type	Number	Description	Amount
ASB General				
11/27/2017	CHECK	14	Hersheys: Candy Boxes - ASB General	\$ 5,000.00
				\$ 5,000.00
Total Actual Costs				\$ 5,000.00



Ticket Logs

Eliminate the need for tickets all together with ASBWorks

Date	Event	Starting#	Ending#	Tickets Sold
2/5/2015	Football Game	123	201	78

Mitel High School

Item Sales Report

All Sales - From July 1, 2014 to February 24, 2015

Event	Starting #	Ending #	Total Sold	Amount Ticket
Football Game	123			\$ 5.00
	124			\$ 7.00
	125			\$ 5.00
	126			\$ 5.00
	127			\$ 5.00
	128			\$ 7.00
	129			\$ 7.00
	130			\$ 7.00
	131			\$ 7.00
	132			\$ 5.00
	133			\$ 7.00
	134			\$ 7.00
	135			\$ 5.00
		201	78	\$ 79.00

Date	Num	Student ID	Last	First	Gr	Product	Effective						
							Date	Price	Qty	Item Total	Payments		
8/29/2014	360					\$2 Football Ticket		2.00	1	2.00	2.00		
9/4/2014	369					\$2 Football Ticket		5.00	1	5.00	5.00		
9/4/2014	370					\$6 Football Ticket		6.00	2	12.00	12.00		
9/4/2014	370					\$2 Football Ticket		2.00	1	2.00	2.00		
9/4/2014	370					\$4 Football Ticket		4.00	1	4.00	4.00		
9/4/2014	371					\$6 Football Ticket		6.00	2	12.00	12.00		
9/4/2014	371					\$2 Football Ticket		2.00	1	2.00	2.00		
9/4/2014	372					\$4 Football Ticket		4.00	1	4.00	4.00		
9/4/2014	373					\$2 Football Ticket		2.00	1	2.00	2.00		
9/4/2014	373					\$4 Football Ticket		4.00	1	4.00	4.00		
9/4/2014	374					\$4 Football Ticket		4.00	1	4.00	4.00		
9/4/2014	375					\$6 Football Ticket		6.00	1	6.00	6.00		
9/4/2014	379					\$4 Football Ticket		4.00	1	4.00	4.00		
9/4/2014	379					\$2 Football Ticket		2.00	1	2.00	2.00		
9/4/2014	380					\$6 Football Ticket		6.00	1	6.00	6.00		
9/4/2014	381					\$4 Football Ticket		4.00	2	8.00	8.00		
9/4/2014	381					\$2 Football Ticket		2.00	1	2.00	2.00		
9/5/2014	383					\$4 Football Ticket		4.00	2	8.00	8.00		
									26			<u>5</u>	<u>89.00</u>



Reports

- ✓ Account Statement
- ✓ Trial Balance
- ✓ Activity Recap
- ✓ Student Report

ASBWorks Walnut High School

Account	Type	Dr	Cr
1000 Checking	Bank	82,675.22	0.00
1101 Accounts Receivable	Accounts Receivable	100.00	0.00
1102 New Bank	Bank	50.00	0.00
1111 Petty Cash	Cash	50.00	0.00
12111 Pace Holding Funds	Other Asset	15.70	0.00
1401 Inventory	Inventory	1,250.00	0.00
2001 Accounts Payable	Accounts Payable	0.00	20.00
2017 Class of 2017	Trust	0.00	3.00
2018 Class of 2018	Other Liability	0.00	260.00
2019 Class of 2019	Other Liability	0.00	(265.00)
2112 Lost & Damaged Textbooks	Other Liability	0.00	10.00
2887 Student Accounts	Trust	0.00	30.00

Trial Balance As Of: February 17, 2018

Account Statement Report - Yearbook (3010) From July 1, 2017 to June 30, 2018

ASBWorks Walnut High School

Date	Number	Type	Description	Name	Notes	Amount	Balance
07/01/2017			Balance Forward			\$	0.00
10/06/2017	5	CHECK	Yearbook	Office Depot 2		(125.00)	(125.00)
10/06/2017	15	RECEIPT		Martinez, Marilu	Key Club shirt	15.00	(110.00)
10/18/2017	17	RECEIPT		Kerry, Robert	YEARBOOK	100.00	(10.00)
10/18/2017	5	ADJUSTMENT	To clear account negative balance: Yearbook			500.00	490.00
10/27/2017	23	RECEIPT		Smith, Brianna	YEARBOOK	1.00	491.00
12/06/2017	32	RETURN RECEIPT	Return of item(s) from Receipt #31	Ball, Elora	YEARBOOK	(100.00)	391.00
12/06/2017	34	RETURN RECEIPT	Return of item(s) from Receipt #33	Kerry, Robert	YEARBOOK	(100.00)	291.00
12/06/2017	31	RECEIPT		Ball, Elora	YEARBOOK	100.00	391.00
12/06/2017	33	RECEIPT		Kerry, Robert	YEARBOOK	100.00	491.00
12/20/2017	38	RECEIPT		Park, Rabee	YEARBOOK	100.00	591.00
01/15/2018	44	RECEIPT		Martinez, Marilu	YEARBOOK	100.00	691.00
01/24/2018	47	RECEIPT		Kerry, Robert	YEARBOOK	100.00	791.00
01/26/2018	50	RECEIPT		Smith, Brianna	YEARBOOK	100.00	891.00
02/17/2018	52	RECEIPT		Kerry, Robert	Key Club shirt	15.00	906.00
02/17/2018	52	RECEIPT		Kerry, Robert	YEARBOOK	100.00	1,006.00
						\$ 1,006.00	\$ 1,006.00

Prepared By

Date

Approved By

Date

ASBWorks Walnut High School

289 Campo Raso
San Diego, CA 92102
(619)555-4362

Activity for the dates 7/1/2017 - 2/17/2018

Date	Type	Number	Memo	Amount
10/18/2017	RECEIPT	17	YEARBOOK	100.00
12/06/2017	RECEIPT	33	YEARBOOK	100.00
12/06/2017	RETURN RECEIPT	34	Return of YEARBOOK	(100.00)
12/06/2017	RETURN RECEIPT	34	Student Funds Increased	100.00
12/06/2017	NSF CHECK		ASB Card Expense	12.00
12/06/2017	NSF CHECK		Student Funds Decreased	100.00
01/24/2018	CHECK	0	ASB General	50.00
01/24/2018	RECEIPT	47	YEARBOOK	100.00
02/17/2018	RECEIPT	52	YEARBOOK	75.00
02/17/2018	RECEIPT	52	Spirit shirt	13.50
02/17/2018	RECEIPT	52	Key Club shirt	15.00
02/17/2018	RECEIPT	52	ASB Card	30.00

Mital High School

Soccer Car Wash Activity Recap Through February 23, 2018

Summary			
Start Date:	02/01/2018	End Date:	02/23/2018
Item Sales			
Total Item Sales:	\$ 500.00		
Total Estimated Sales	\$ 800.00	Actual Sales:	\$ 1,018.00
Item Costs			
Total Item Costs:	\$ 90.00		
Total Fixed Items:	0.00		
Total Estimated Costs	\$ 90.00	Actual Costs:	\$ 80.00
Estimated Profit:	\$ 400.00	Actual Profit:	\$ 938.00

Estimated

Item Name	Quantity	Amount	Subtotal
Car Washing Items	1	\$ 90.00	\$ 90.00
Total Estimated Item Costs:		\$	\$ 90.00


Kerry, Robert(6705001)
As Of: February 17, 2018



Point of Sale

Student Info

Name: Morais, Christian ID: 110799 Grade 12
 Street: 1235 K Street Phone: _____
 City: Modesto State CA Zip 95363
 Notes: _____



PREV NEXT

Unpaid Items

11/20/17 ITEM	25	YEARBOOK	100.00
---------------	----	----------	--------

CREDIT MEMO MAKE PAYMENT Funds Available: 0.00

1 YEARBOOK SOLD TO MORAIS, CHRISTIAN (110799) (12)	75.00
TOTAL	75.00
AL	0.00
AL	75.00

ASB


Scan Item or Enter Item Number

1

START SALE	RECEIVED FROM	RECEIPT HISTORY
STUDENT INFO	PRINT RECEIPT	AUTO PRINT
FIND RECEIPT	PREVIOUS RECEIPT	NEXT RECEIPT
RETURN	LOGOUT	

ASB	ATHLETICS	CLOTHING	↑
SPIRIT ITEMS			↓
AP TESTS	↑	ASB CARD	
NEW ITEM	↓	WINTER FORMAL	
YEARBOOK			

FUNDRAISER
ITEM SALE
ITEM ORDER*
OTHER AMOUNT
CHANGE ITEM
REMOVE ITEM
QTY
CLEAR ENTRY
CANCEL SALE

Monica
ASBWorks Walnut High School




ASBWorks



THANK YOU!