ASB Finances

Meet the Pros 2022
Erin Tobias
Dinuba High School

(805)459-3365
edtobias@dinuba.k12.ca.us
dhsasb.com

Organization & Systems are KEY

Monday/Tues: Process receipts, outgoing paperwork

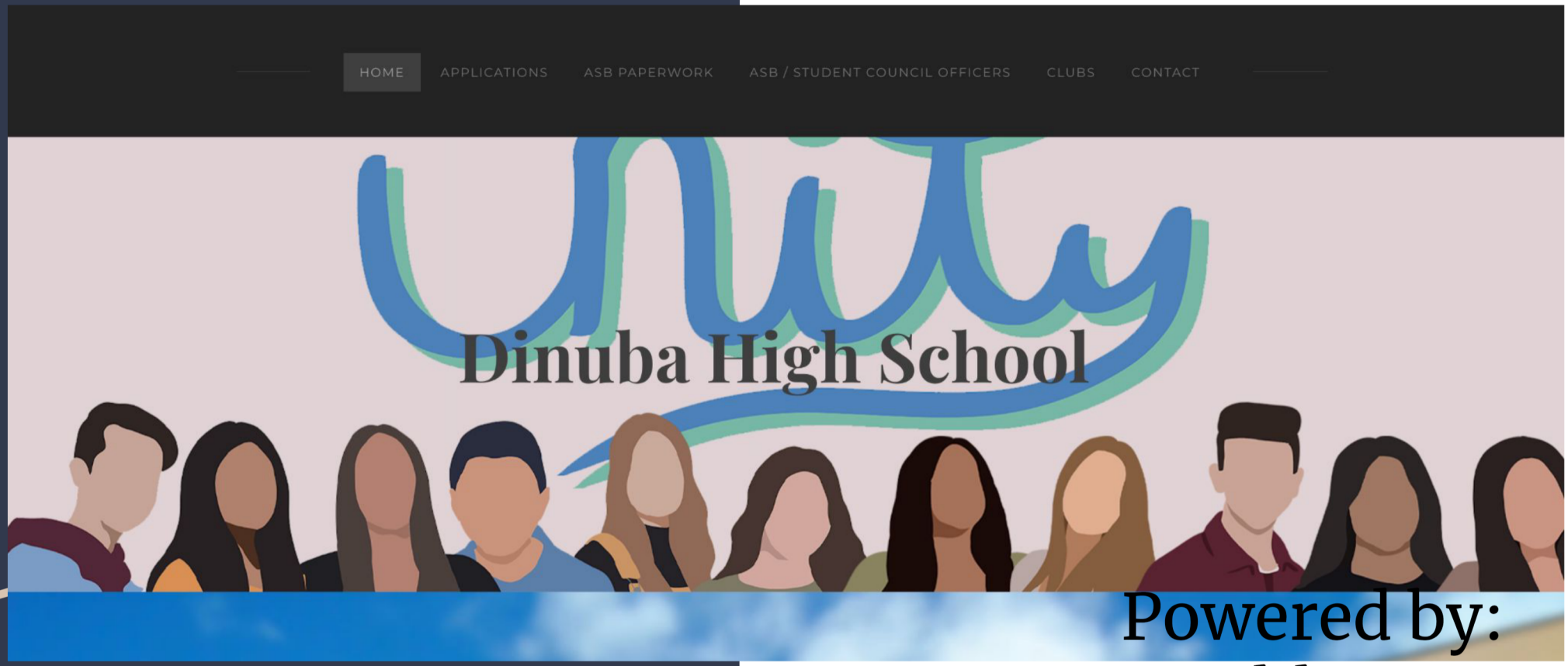
Tues after school: ASB Minutes typed

(requests are due by noon on Tuesdays)

Wednesdays: ASB meeting for approvals, email goes out to staff with the approval list

Thursdays: Make copies -> Office processes paperwork

Website: dhsasb.com



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ASB Paperwork tab

HOME | APPLICATIONS | ASB PAPERWORK | ASB / STUDENT COUNCIL OFFICERS | CLUBS | CONTACT

ASB Paperwork

To Submit a form to ASB, either submit a digital version by sharing with Mrs. Tobias,

OR turn in your hard copy to Mrs. Rivera or Mrs. Tobias. *Digital versions will be printed and submitted just like hard copies

Fundraising Calendar

*Fundraiser Calendar

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Share

	A	B	C	D	E	F	G	H
1			Week 1: Aug 8-14	Week 2: Aug 15-21	Week 3: Aug 22-28	Week 4: Aug 29-Sept 3	Week 5: Sept 5-11	Week 6: Sept 12-
2			Q1: Candy Sales: NHD					
3	Approved		Band: Fancloth				Band/Choir Boosters: Rasin Day Raffle	
4	Cancelled		Fall: NHD: Carl's Jr. Night TBD					
5	Pencil in					ASB/Baseball/G&B Soccer: Chicken Dinner		
6					Cookie Dough: HOSA			HOSA: Breast Ca
7								
8								
9	Summer Fundraisers							
10	Volleyball: Youbes Pizza							
11								
12	Yearlong Fundraisers							
13	Skills USA Muffin Mondays							
14	Migrant S/D Water/Granola Bars							
15	PE: Waters/PA							
16	CSF: Water		Week 19: Jan 2-8	Week 20: Jan 9-15	Week 21: Jan 16-22	Week 22: Jan 23-29	Week 23: Jan 30-Feb 5	Week 24: Feb 6-
17	HOSA: Water		Q3: Candy Sales: HOSA					
18	Tennis: Water		AVID: See's Candy Catalog Sale				FFA: SNAP Fundraise	

Forms

Forms

How to...

1. Click on the button (form) below that you need.
2. Make a copy for you to use. Do this by clicking "file" then "make a copy"
3. Rename the copied document so you know what it is and can find it in your google drive later.
4. Fill out the form by typing directly in your new copied document for you to keep and to digitally share.
5. Submit back to ASB by sharing your document to Mrs. Tobias - edtobias@dinuba.k12.ca.us
6. ASB will then print your document and start the approval process.

****Remember, submissions are due on Tuesdays by noon for the Wednesday lunch meeting. (Except summers/holidays)

Purchase Order Request

Fundraiser Request

Budget Transfer Request

Yearly Club Budget Form

Purchase Order Request

- Make a copy
- Fill out
- Share back with me to be approved

Purchase Order Request

Dinuba High School Associated Student Body Account 340 E. Kern Ave Dinuba, CA 93618 (559)595-7220		
	Date	
	Student Officer Signature (or e-sign)	
	ASB Officer Signature and approval date	
	Account Number	
	Account Name	

Purpose:	
Description:	
Total Price: $	
Special Instructions:	

Vendor (Payable to) Include Name and mailing address	Check one	
		Credit card use
		Send check to vendor
		Return check to advisor

Club Advisor's Signature or E-Sign: _____ Date _____

----------ASB ONLY----------

Activities Director's/Athletic Director's signature:_____Date:_____

Principal's Signature:_____Date:_____

To submit this form: 1) Print a copy and hand deliver to Mrs. Tobias in 510 or Mrs. Rivera in the finance office OR
2) Submit using the google form: tinyurl.com/submitASB

All forms are due on Tuesdays @ noon to be included in the minutes for the week. Meetings are held Wed @ lunch

Fundraising Request

Fundraising Request

Dinuba High School		
Associated Student Body Account 340 E. Kern Ave Dinuba, CA 93618 (559)595-7220	Date	
	Student Officer Signature (or e-sign)	
	ASB Officer Signature and approval date	
	Account Number	
	Account Name	
	Group Advisor	
	Fundraiser Date(s)	

Name,Purpose and Description of fundraiser: What are you doing and what are you raising funds for?				
Part 1: Potential Revenue				
Items	1)	2)	3)	4)
Number of items?				
Unit price How much per item?				
Potential Revenue				
			Total Potential Revenue	
Part 2: Estimated Expenses				
Items				
Price				
Attach a PO Request for expenses, or using PO#			Total Estimated Expense	
			Total Potential Profit (Revenue-Expenses)	

If approved, this form will be returned to you. Please fill out page 2, after your fundraiser and resubmit
Club Advisor's Signature or E-Sign: _____ Date _____

----------ASB ONLY----------

Activities Director's/Athletic Director's signature:_____Date:_____
Principal's Signature:_____Date:_____

To submit this form: 1) Print a copy and hand deliver to Mrs. Tobias in 510 or Mrs. Rivera in the finance office OR
2) Submit using the google form: tinyurl.com/submitASB

All forms are due on Tuesdays @ noon to be included in the minutes for the week. Meetings are held Wed @ lunch

Profit/Loss Statement

Profit/Loss Statement

*Do this within 2 weeks after your fundraiser

Part 3: Actual Revenue				
Item Collected	1)	2)	3)	4)
Amount Collected				
			Total Revenue collected:	$

Part 4: Expenses				
			Total Expenses	$
			Revenue - Expenses = Total profit	$

Part 4b: Inventory (If more than 2 items, attach a separate sheet)				
Item Purchased	Qty Remaining	Qty Sold	Price	Total
			Total amount sold:	$

Part 5: Recap	Total Amount Sold - Total Revenue = Difference	$
If there is a difference in total revenue and the amount sold, explain the overage/shortage		
Calculate the Potential Revenue - Profit. Why did you make more or less than expected?		
Explain items lost, stolen, given away, returned. If you have unsold items, what are you doing with them?		

Club Advisor's Signature or E-Sign: _____ Date _____

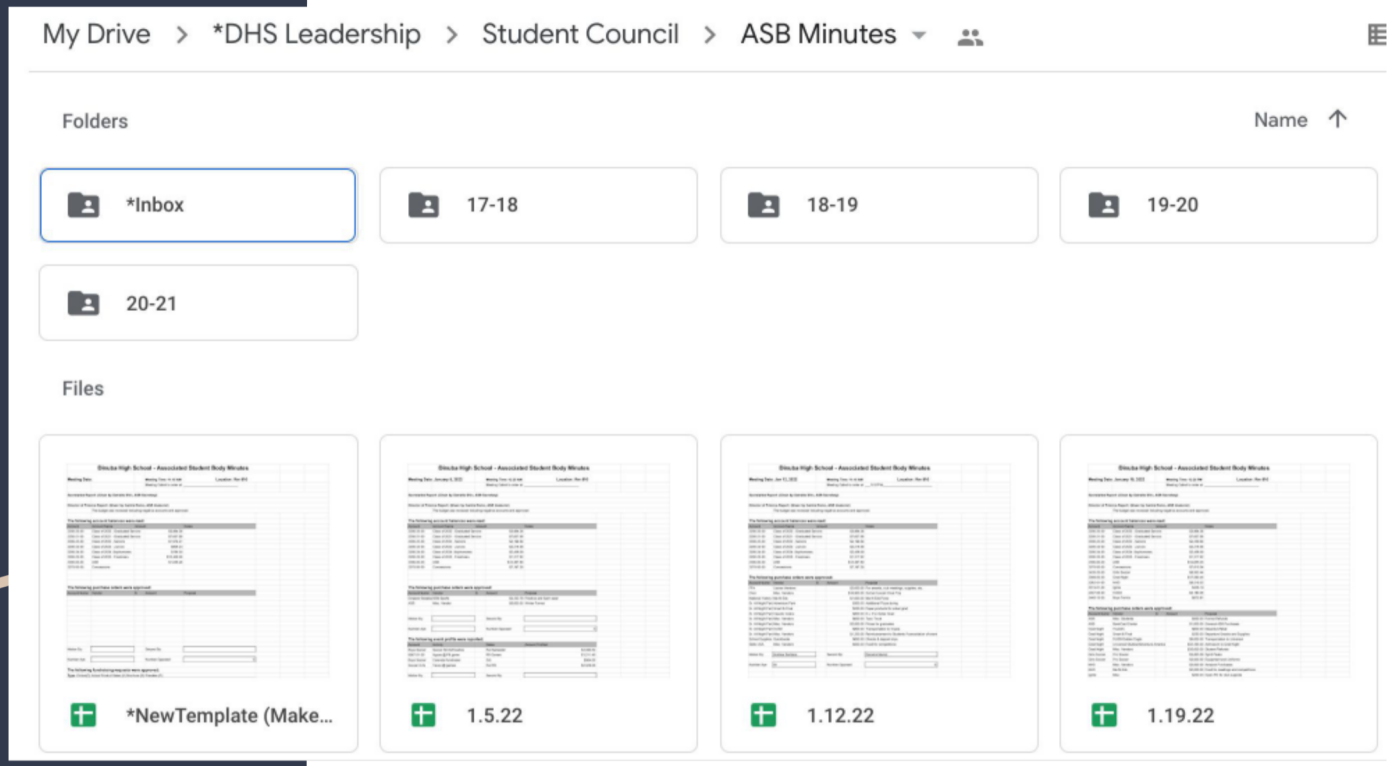
----------ASB ONLY----------

Final ASB officer's signature:_____Date:_____

Activities Director's/Athletic Director's signature:_____Date:_____

Principal's Signature:_____Date:_____

ASB Minutes


My Drive > *DHS Leadership > Student Council > ASB Minutes
Folders
Name
*Inbox
17-18
18-19
19-20
20-21
Files
*NewTemplate (Make...
1.5.22
1.12.22
1.19.22

Weekly Minutes
*Blank Template

Dinuba High School - Associated Student Body Minutes

Meeting Date: **Meeting Time: 11:15 AM** **Location: Rm 510**

Meeting Called to order at: _____

Secretaries Report: (Given by Danielle Shin, ASB Secretary)

Director of Finance Report: (Given by Camila Romo, ASB treasurer)

The budget was reviewed including negative accounts and approved.

The following account balances were read:

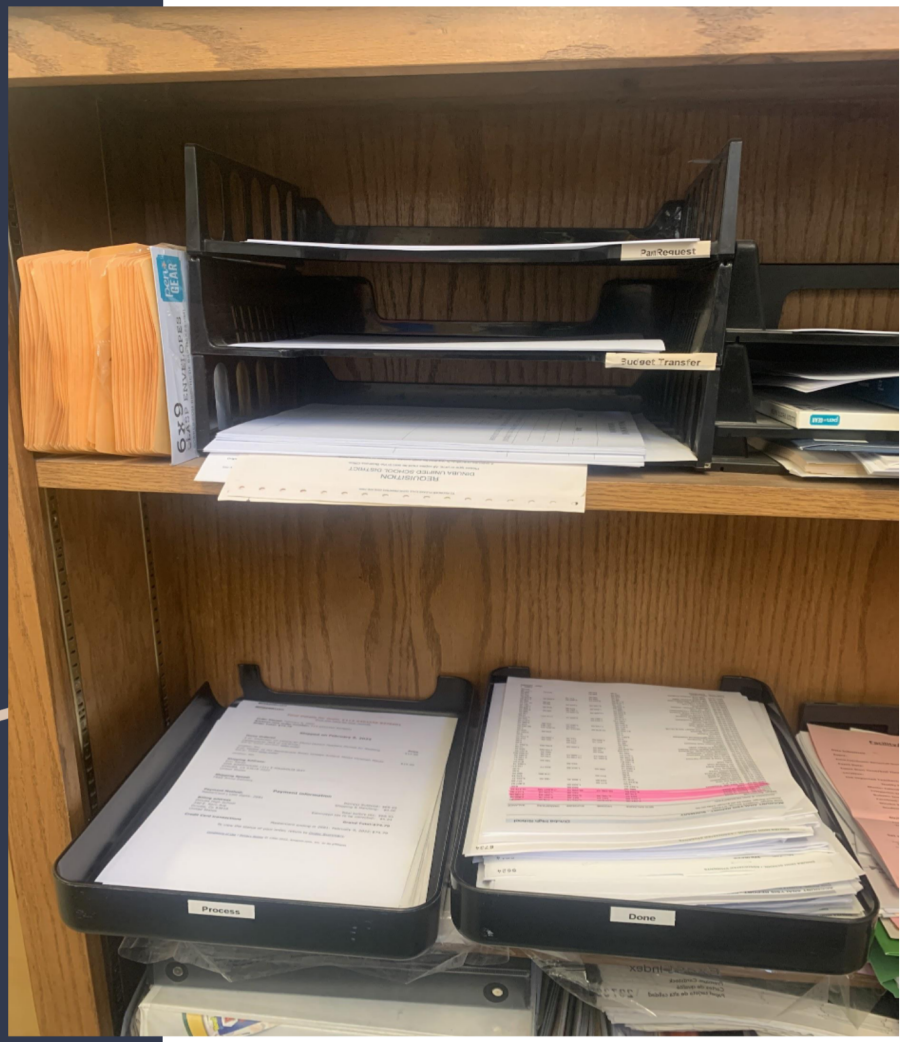
Account	Account Name	Amount	Notes
2200-20-00	Class of 2020 - Graduated Seniors	$3,964.26	
2200-21-00	Class of 2021 - Graduated Seniors	$7,007.68	
2200-22-00	Class of 2022 - Seniors	$4,239.64	
2200-23-00	Class of 2023 - Juniors	$3,214.56	
2200-24-00	Class of 2024 -Sophomores	$2,438.09	
2200-25-00	Class of 2025 - Freshmen	$1,317.92	
2300-00-00	ASB	$14,655.05	
2370-00-00	Concessions	$7,910.24	

The following purchase orders were approved:

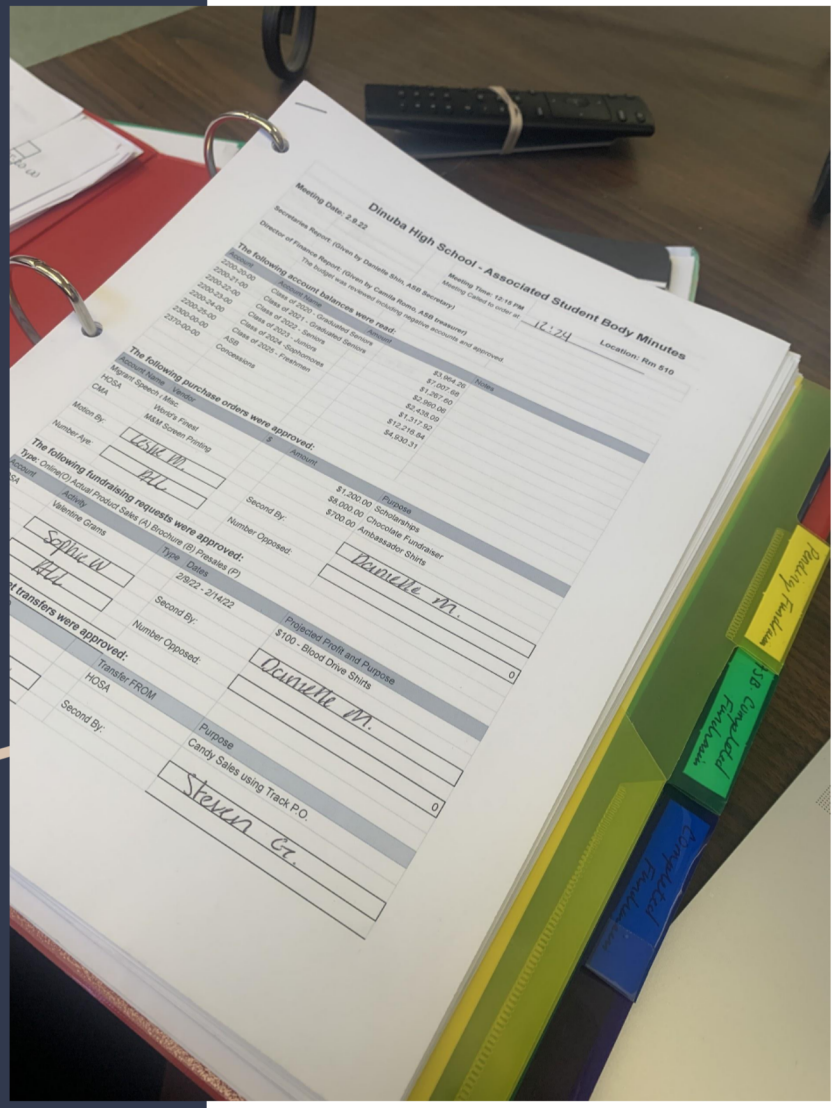
Account Name	Vendor	$	Amount	Purpose

Motion By:		Second By:	
Number Aye:		Number Opposed:	0

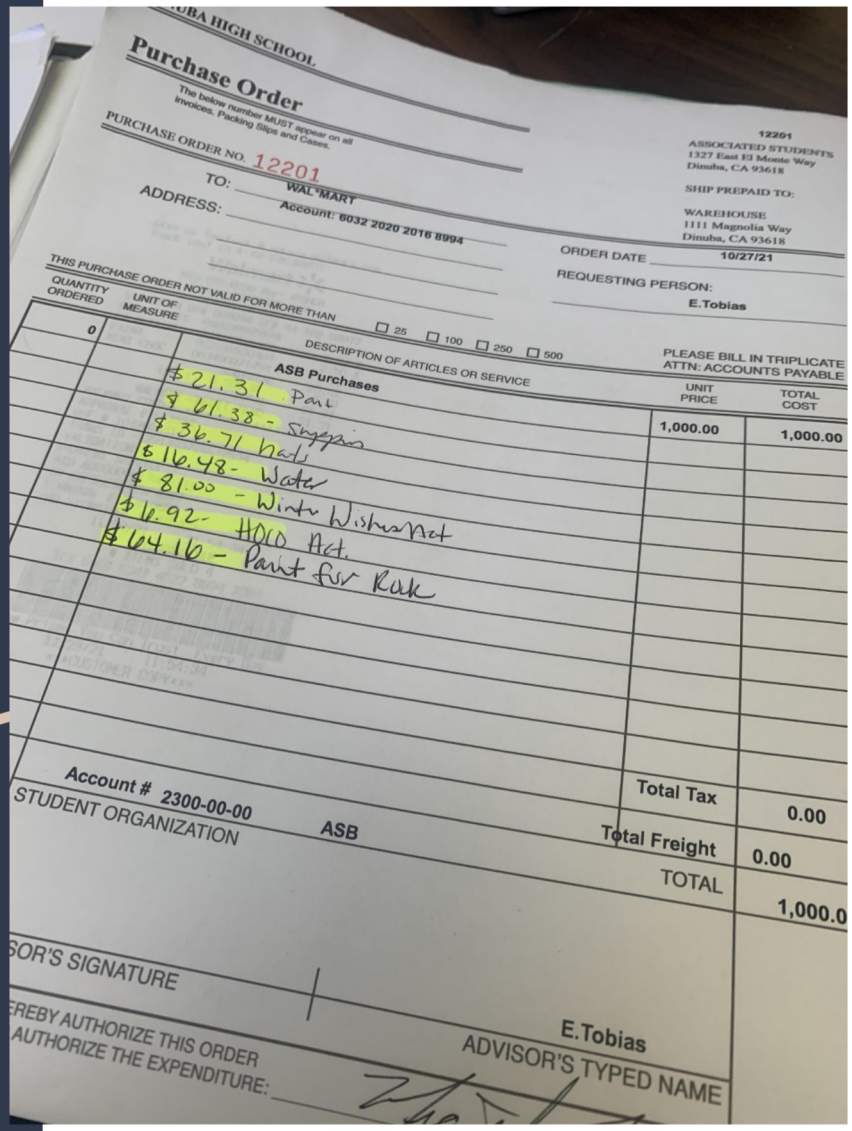
In Box/Out Box



ASB Binder


Dinuba High School - Associated Student Body Minutes
Meeting Date: 2.9.22
Meeting Time: 12:15 PM
Meeting called to order at 12:24
Location: Rm 510
Reconciliation Report: (Given by Danielle Sisin, ASB Secretary)
Director of Finance Report: (Given by Camila Romo, ASB treasurer)
The budget was reviewed including negative accounts and approved.
The following account balances were read:
Account
Balance
Notes
2200-20-00 Class of 2020 - Graduated Seniors $3,904.20
2200-21-00 Class of 2021 - Graduated Seniors $7,007.68
2200-22-00 Class of 2022 - Seniors $1,267.60
2200-23-00 Class of 2023 - Juniors $2,960.08
2200-24-00 Class of 2024 - Sophomores $1,436.00
2200-25-00 Class of 2025 - Freshmen $1,317.92
2300-00-00 ASB $12,218.84
2370-00-00 Concessions $4,930.31
The following purchase orders were approved:
Requestor/Name
Vendor
$ Amount
Purpose
Migrant Speech Meet
Wendy's Finest
$1,200.00 Scholarships
HOSA
MAM Screen Printing
$8,000.00 Chocolate Fundraiser
CMA
$700.00 Ambassador Shirts
Motion By:
Second By:
Number Aye:
Number Opposed:
0
The following fundraising requests were approved:
Type: Online(O) Actual Product Sales (A) Brochure (B) Presales (P)
Account
Activity
Type
Dates
Projected Profit and Purpose
HOSA
Valentine Grams
P
2/8/22 - 2/14/22
$100 - Blood Drive Shirts
Second By:
Number Opposed:
0
Transfers were approved:
Transfer FROM
Purpose
HOSA
Candy Sales using Track P.O.
Second By:
0

Open POs



UBA HIGH SCHOOL

Purchase Order

The below number MUST appear on all invoices, Packing Slips and Cases.

PURCHASE ORDER NO. 12201

TO: WAL-MART

ADDRESS: Account: 6032 2020 2016 8994

12201

ASSOCIATED STUDENTS
1327 East El Monte Way
Dinuba, CA 93618

SHIP PREPAID TO:

WAREHOUSE
1111 Magnolia Way
Dinuba, CA 93618

ORDER DATE 10/27/21

REQUESTING PERSON: E.Tobias

THIS PURCHASE ORDER NOT VALID FOR MORE THAN ☐ 25 ☐ 100 ☐ 250 ☐ 500

PLEASE BILL IN TRIPLICATE
ATTN: ACCOUNTS PAYABLE

QUANTITY ORDERED	UNIT OF MEASURE	DESCRIPTION OF ARTICLES OR SERVICE	UNIT PRICE	TOTAL COST
0		ASB Purchases	1,000.00	1,000.00
		$21.31 Paint		
		$61.38 - Supplies		
		$36.71 hats		
		$16.48 - Water		
		$81.00 - Winter Wishmart		
		$16.92 - HOCO Act.		
		$64.16 - Paint for Rock		

Account # 2300-00-00 STUDENT ORGANIZATION ASB

Total Tax 0.00

Total Freight 0.00

TOTAL 1,000.0

SOR'S SIGNATURE

EREBY AUTHORIZE THIS ORDER
AUTHORIZE THE EXPENDITURE:

E.Tobias
ADVISOR'S TYPED NAME

ASB Budget

2300/2370	DHS ASB				
INCOME*	**2021-2022**	Estimated	Actual		NOTES
Registration	DOT Sales	$ 14,850.00	14850	$19755 - $4905 to athletics, 25% = 14850	
Ice Breaker		$ 5,500.00	$6,190.82	493 No DOT students/380 DOT students	
Winter Formal		$ 6,000.00			
Powder Puff/Buff Ball	Shirts/Gate/Concessions	$ 1,500.00			
4 Fundraiser Days	Club Fair/Harvest Fest/Spring Fest	$ 2,500.00	$ 6,249.00	$800 Pizza/ $5449 Fall Harvest	
Spirit Shirts		$ 5,000.00			
Go Mad Projects	Oscar Night/Mr. Emperor	$ 1,000.00			
Concessions		$ 35,000.00	$ 25,973.00	1059.99 Carryover from 20-21	
2020-2021 Carryover		$ 9,133.24	$ 9,133.24		
Winter Wishes		$ 2,000.00	$ 2,571.83	Hot Air Balloon Tickets $448/$1024.50 Concession 11.5/$1099.33 Concession 11.12	
Various Fundraisers	Various Fundraisers	$5,000.00	$634.00	$634 Taco Donations	
Deposits listed/MISC	Wild Water, ASB donations, etc.	$ 2,000.00			
total estimated income		**$ 89,483.24**	**$ 65,601.89**		
EXPENSES		Estimated	Actual		
Registration	Spirit Pack: Shirt, mask	$ 5,500.00			
Leadership Class/Class Supplies		$ 1,200.00	$ 721.00		
Ice Breaker	DJ/Supplies/Activities	$ 2,500.00	$ 1,662.00		
CADA		$ 7,000.00	$ 7,276.00		
Academic/PBIS Celeb/Awards	PBIS Prizes/Link Crew	$ 500.00	$ 348.00		
Rally	Day 1	$ 250.00	$ 51.36		
Homecoming	Football/Basketball	$ 1,500.00	$ 1,005.00		
Powder Puff/Buff Ball	Shirts	$ 2,000.00			
School Spirit	Football Games/Other Sports	$ 8,000.00	$ 6,495.00		
Winter Formal		$ 3,500.00	$ 1,597.00		
Lunch Activities		$ 1,000.00	$ 842.00		
Winter Wishes		$ 2,000.00	$ 2,649.00		
Concessions	Football Games/Other Sports	$ 35,000.00	$ 26,019.00		
Various Fundraisers		$ 2,500.00	$ 1,640.00		
Student Council	Meals/$500Banquet/Outings/$1500SP Bus	$ 4,000.00	$ 3,725.00		
Go Mad Projects	Mr. Emperor	$ 1,200.00	$ 22.77		
4 Fundraiser Days	Club Fair/Harvest Fest/Spring Fest	$ 1,200.00	$ 5,088.50	Fall Harvest Transfers and invoices pd from ASB	
Ralph Miller Scholorship	Outstanding Leadership	$ 500.00			
MISC		$ 2,500.00	$ 1,756.00		
	Total Expenses	**$ 81,850.00**	**$ 60,897.63**		
	Actual - what we have in account now			**$ 4,704.26**	
	Budget- what we have not accounted for (extra)			**$ 7,633.24**	
	***$15,000 Recommended in Budget as buffer				

ASB Budget -Itemized

Registration		Academic PBIS/Link Crew		Homecoming		School Spirit		Winter Formal		Leadership Class Supplies		Ice Breaker		L
		Link Name Tags	65.98	HC Balloons	17.35	Spirit Shirts	5163.53	Balloons	106.25	Poster boards	11.48	Inflateables	1100	W
		Link Orientation Pizza	175	Supplies for Rally	18.88	Ballooons	407.05	Decorations	42.8	Class Supplies	25.43	Glow Sticks,Crafts Etc	31.57	W
		Link Crew Waters Orienta	65.51	HC/FB Supplies	118.96	Thundersticks	61.01	Decorations	50.88	Whats up Wed supplies	78.18	Crafts/Deco	40.05	W
		Tail Gate Icecream	41.02	Tires	136.64	Megaphone	41.78	Tree Stands	161.64	Tape	113.88	Lifeguards	125	B
				Clean up Crew Dinner	75.74	Pompoms	166.87	Dance Floor	1234.97	zips/tape	45.24	Lifeguards	125	D
				Lunch Act Prizes	50	Stadium Supplies	75.63			markers	51.96	lifeguards	50	B
				Trailer Tire parts	49.88	Student Section	18.43			Paint	21.31	lifeguards	50	B
				Crowns	131.68	Smoke Bombs	34.47			Supplies	61.38	Custodian	140.82	B
				Flowers	152.99	Red/White/Blue	145.71			Hats for Wishes	36.71			B
				HoCo games	5.94	Pink out balloons	43.16			Supplies	275.43			R
				Games	2.97	Fog	47.1							Pi
				Winner prizes	135.82	Ballooons for playoffs	133.13							Pi
				Crowns BB Hoo	101.97	thundersticks	43.38							
				Lunch Act Games	6.92	thundersticks etc.	53.04							
						Playoff balloons	61.04							
	0		$348				6495.33							
CADA		**Rally**				**Various Fundraisers**								
Membership	275	Rally Deco	51.36			Chicken Dinner	1620							
SALT Conference	550					Oscar Night Deco	20.5							
Student Conf @ Hanford	1980													
Adult Conf	35													
Stud Conf Busses 1.5 Bus	951													
CASL	3485													
			$51		1005.74		1640.5		$1,597				1662.44	
				Powder Puff/ Buff Ball										

Concession Inventory

*Concession Inventory 21

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	A	B	C	D	E	F	G
1			Starting	Boys BB	Add	Playoffs FB	Boys BB
2		Running Inv		11.9.21		11.12	11.16
3	Sm Water	47	14	0		0	0
4	Lg Water	234	294	-70	240	-270	-55
5	Chips	309	725	-150		-198	-88
6	Soda Cans	194	194	0		0	0
7	Soda Bottles	397	264	-45	144	-267	-61
8	PowerAide	132	24	0	240	-69	-48
9	Candy	222	443	-113		-162	-69
10	Cheese Cans	-1	10	-1		-4	-1
11	Nacho Chips	0.5	3	-1			-1
12	Popcorn	20	36	0		0	-11
13	Cup O Noodles	30	48	0		0	-28
14	Hot Choc/coffee	38	140	0		0	-4

Concession Sales

			Girls						
Sales Sheet	Sell Price	ASB Pur. Price	1.20.22	Total $ Sold	Owe to ASB				
Sm Water	1	0.25	0	0	0				
Lg Water	2	0.72	23	46	16.56				
Chips	0.5	0.32	37	18.5	11.84				
Soda Cans	1	0.67	0	0	0			Charges	
Soda Bottles	2	1.18	25	50	29.5				
PowerAide	2	1.14	13	26	14.82			Small Events	$10
Candy (Boxes)	1	0.72	17	17	12.24			Med Events ($	$25
Cheese Cans		8	1		8			Big FB Games	$40
Nachos	2	Below	0.5	1					
Popcorn	4	0.95	3	12	2.85				
Cup O Noodles	2	0.5	5	10	2.5				
Hot Chocolate/Coffee	1	0.15	34	34	5.1				
Paper Products/Condements/Other Food Reciepts			0		10				
Nacho Chip Bag		4.5	0		4				
Pizza (10)	2	10	46	92	90	Transfer to Selling Group			
Totals			Totals	306.5	207.41	77.59			
Percent Profit	0.2531484502		Cash to deposit	285					
Total Profit	25%		Over/Short	-21.5	*Workers/Chain Gang Ate, See list and Bill Athletics, 4 Whole pizzas left and given away			*Workers/Chain Gang Ate, See list and Bill Athletics	
								*Pizza not sold, given away	

Back Up Report

Concession Sales Sheet

Date	11.9.21 (BB Scrimmage)
Group/Account	Group: Boys BB
Total Sold/Deposit	$468
- Total owed to ASB	$251.91
= Total to transfer to account	$ 216.09

Sales Sheet	Sell Price	ASB Pur. Price	11.9.21	Total $ Sold	Owe to ASB	
Sm Water	1	0.25	0	0	0	
Lg Water	2	0.69	70	140	48.3	
Chips	0.5	0.32	150	75	48	
Soda Cans	1	0.67	0	0	0	
Soda Bottles	2	1.15	45	90	51.75	
PowerAide	2	1.09	0	0	0	
Candy (Boxes)	1	0.72	113	113	81.36	
Cheese Cans		8	1		8	
Nacho Chip Bag		4.5	1		4.5	
Nachos	2	Above	25	50		
Cup O Noodles	2		0	0	0	
Hot Chocolate	1		0		0	
Paper Products/Condiments/Whole Pizzas Sold					10	
Pizza (0)	2	10	0	0		Transfer to
						Selling Group
Totals			Totals	468	251.91	216.09
Percent Profit	0.4617307692		Cash to deposit	469.35		
	46%		Over/Short	1.35	*Workers/Chain Gang Ate, See list and Bill Athletics	

Put systems in place to fit your schedule and make life easier :)