

ASB Finances

Meet the Pros 2023
Erin Tobias
Dinuba High School



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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

HOME

FRESHMEN ELECTIVES

APPLICATIONS

ASB PAPERWORK

ASB / STUDENT COUNCIL OFFICERS

CLUBS

CONTACT

PURPOSE



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ASB Paperwork tab

HOME

APPLICATIONS

ASB PAPERWORK

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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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	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 12-18
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 6-12
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	<input type="text"/>

Purpose:		
Description:		
Total Price:	\$	
Special Instructions:		
Vendor (Payable to) Include Name and mailing address		Check one
		<input type="checkbox"/> Credit card use
		<input type="checkbox"/> Send check to vendor
		<input type="checkbox"/> 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

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

Name ↑

Folders

- *Inbox
- 17-18
- 18-19
- 19-20
- 20-21

Files

- *NewTemplate (Make...)
- 1.5.22
- 1.12.22
- 1.19.22

The interface displays a Google Drive folder named 'ASB Minutes' under the path 'My Drive > *DHS Leadership > Student Council'. It shows a list of folders and files. The folders are labeled with their respective year ranges: *Inbox, 17-18, 18-19, 19-20, and 20-21. The files are labeled with their creation dates: *NewTemplate (Make...), 1.5.22, 1.12.22, and 1.19.22. Each file icon is a green plus sign, indicating it is a spreadsheet. The preview of the files shows a table with columns for 'Date', 'Time', 'Location', and 'Attendees', and a section for 'The following members were present'.

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

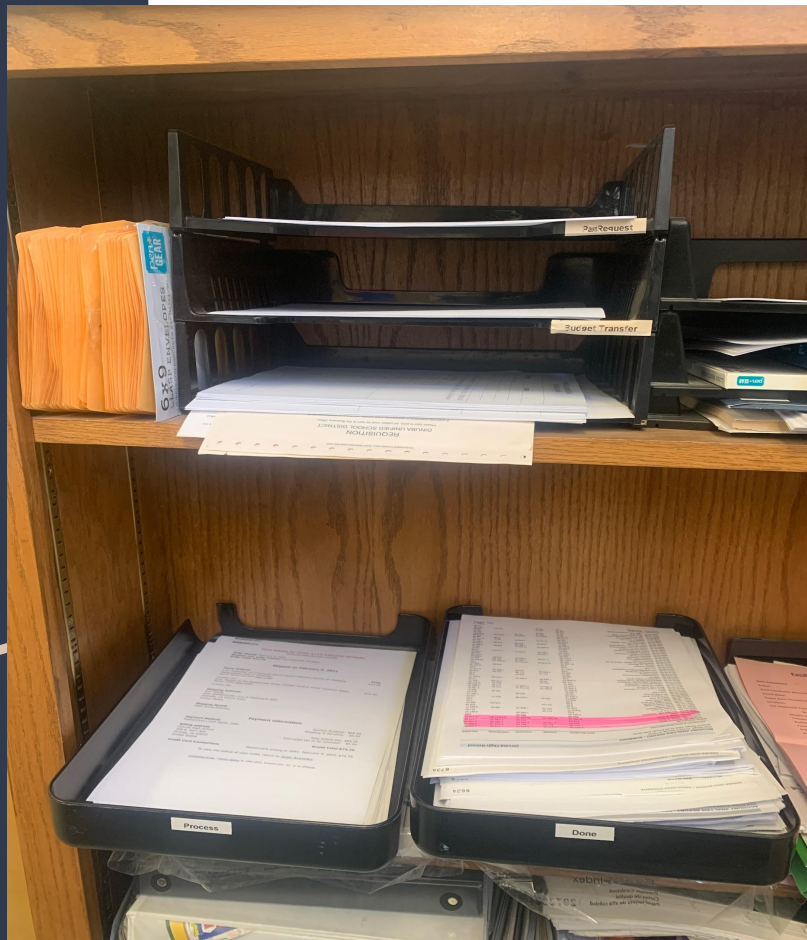
Motion By:

Second By:

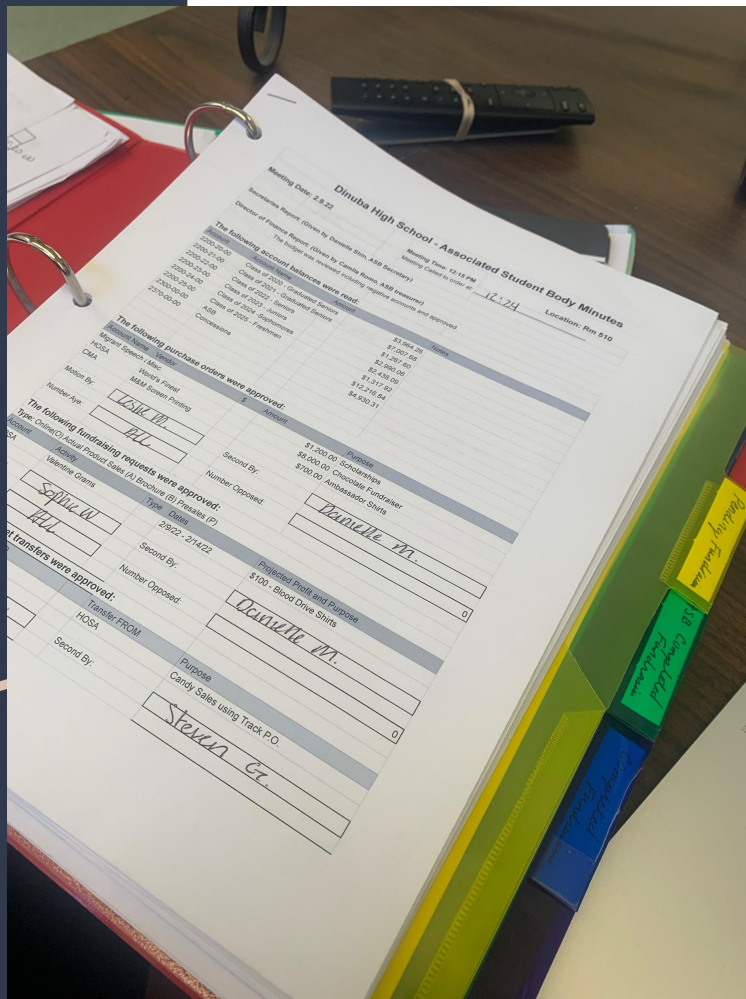
Number Aye:

Number Opposed: 0

In Box/Out Box



ASB Binder



Open POs

ROBA HIGH SCHOOL

Purchase Order

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

PURCHASE ORDER NO. 12201

TO: **WAL-MART**
 ACCOUNT: **6032 2020 2016 8994**

ORDER DATE: **10/27/21**

REQUESTING PERSON: **E.Tobias**

12201
 ASSOCIATED STUDENTS
 1327 East El Monte Way
 Dimbu, CA 93618

SHIP PREPAID TO:
 WAREHOUSE
 1111 Magnolia Way
 Dimbu, CA 93618

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

PLEASE BILL IN TRIPPLICATE
 ATTN: ACCOUNTS PAYABLE

QUANTITY ORDERED	UNIT OF MEASURE	DESCRIPTION OF ARTICLES OR SERVICE	UNIT PRICE	TOTAL COST
0				
		ASB Purchases		
		\$21.31 - Paint		
		\$61.38 - Supplies	1,000.00	1,000.00
		\$36.71 - Tools		
		\$116.48 - Water		
		\$81.00 - Winter Wishnet		
		\$16.92 - HOLO Act.		
		\$104.16 - Paint for Ruk		
		Total Tax		0.00
		Total Freight		0.00
		TOTAL		1,000.00

Account # **2300-00-00**
 STUDENT ORGANIZATION **ASB**

ADVISOR'S SIGNATURE: _____
 ADVISOR'S TYPED NAME: **E.Tobias**

BY AUTHORIZING THIS ORDER
 I AUTHORIZE THE EXPENDITURE: _____

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/Buf 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/Buf 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 Scholarship	Outstanding Leadership		\$ 500.00					
MISC			\$ 2,500.00	\$ 1,756.00				
	Total Expenses		\$ 81,850.00	\$ 60,897.63				
					\$	4,704.26		
					\$	7,633.24		
					***\$15,000 Recommended in Budget as buffer			

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

Sales Sheet	Sell Price	ASB Pur. Price	Girls 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	0	
Paper Products/Condiments/Whole Pizza Size					10	
Pizza (0)	2	10	0	0		Transfer to
						Selling Group
Totals			Totals	468	251.91	216.09
Percent Profit	0.46173076		Cash to deposit	469.35		
	92					
	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 :)

