

2015-2016

Accounting Services Department Serna Center, Box 802

Associated Student Body Topics

- Overviewof ASB
- Organizedvs. UnorganizedASB
- SchoolYearTimeline
- Communication and Cooperation
- Who ShouldPay?
- Does this Moneygo to ASB or Site Donations?
- CashControls
- StudentRewardsandIncentives
- Partnershipand Relationships
- ASB DocumentProcessWorkflow
- Online Forms
- Resources

Overview of ASB

- The fundsthatare raisedand spentby studentorganization are called Associate Student Body (ASB) funds
- ASBs must be made up of current students
- Under Ed Code, students California schoolsmay raise money and make decisions about how they will spend this money
- ASB organization and the management of their funds representan opportunity for students on otonly raise money, but also to:
 - Learn the principles of operating small business
 - Develop leadershipskills
 - Make a contribution to their schooland fellows tudents



Organized(Middleand High Schools)

- Studentsorganizetheiractivitiesaround studentclubsandastudentcouncil
- Studentsare primarilyresponsible for their ownorganizations with the assistance facertificated advisor
- Studentsdecidewhatfundraisingeventsto organizeandhowtheywillusethemoney



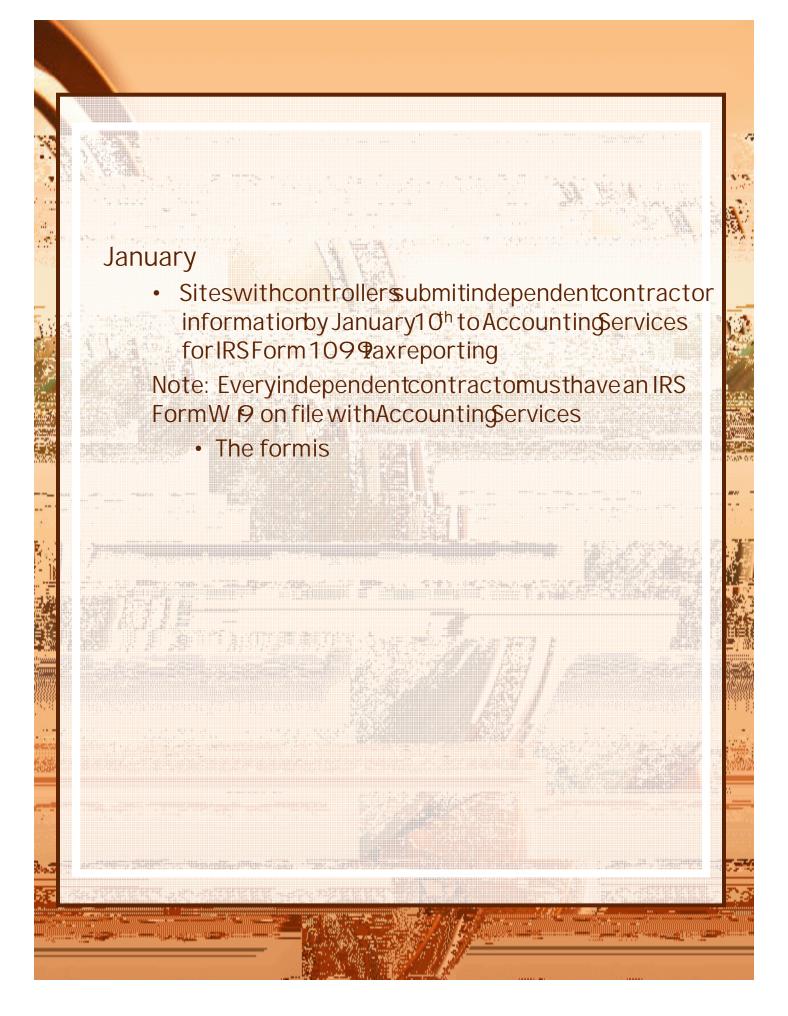
- Elementaryand K & Schools
- Children'sCenters
- Adult Education
- SpecialEducation
- RegionalOccupationaPrograms
- Usually no clubsor student council
- Limited studentinvolvementin decisions about fundraising events and how funds are spent
- Principal(ordesir

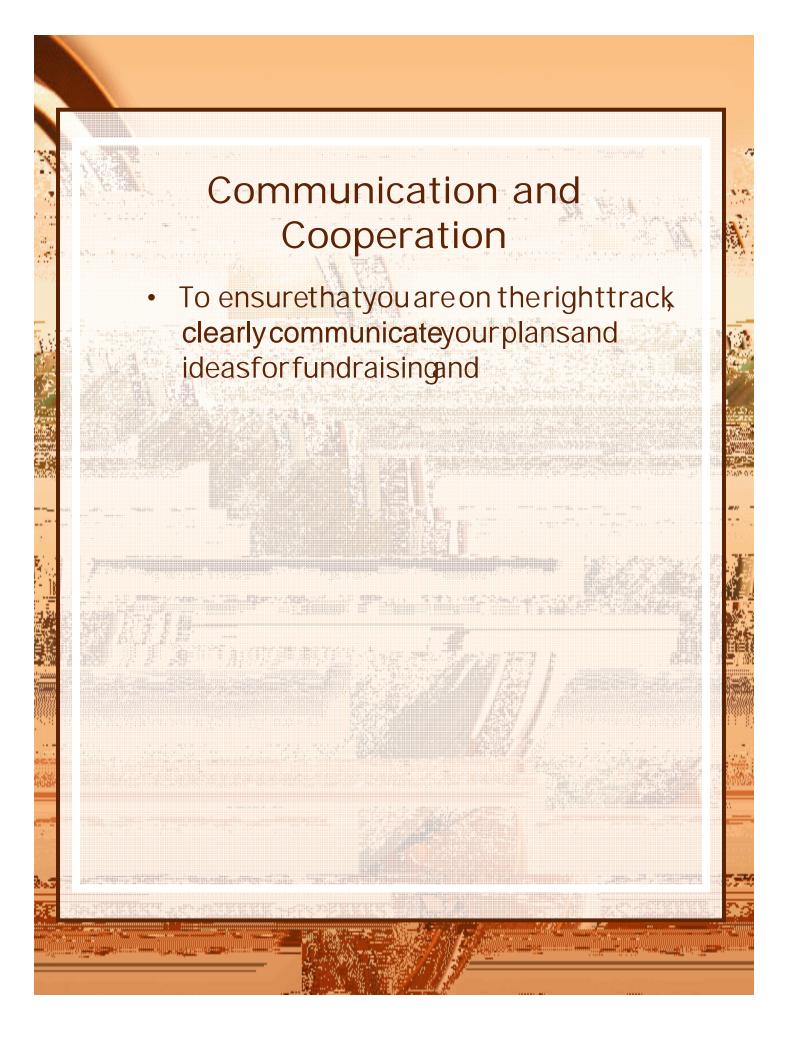


- Preliminarybudgetreviewedand necessary changesmade
- Documents entrosite to be completed and returned by September 15^h
 - Authorizationto Open/MaintainBankAccount (AuthorizedSigners)
 - Annual Certification All BankAccounts

October

 Submitlistof proposedfundraisers o Accountingservices by October 1





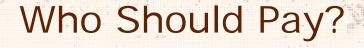


- What needs to be ordered for the fundraiser?
 - CommunicateBEFORErdering!
- As partof the process of planning for any fundraisery ou need to ask the following questions:

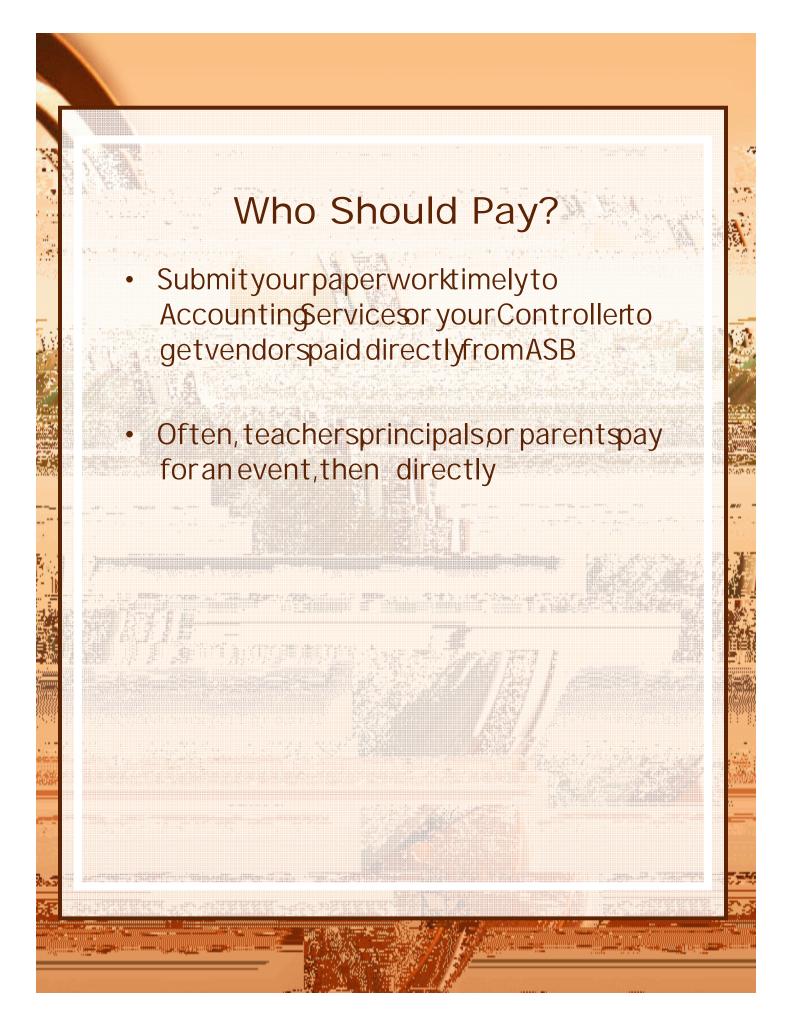
What will the money be used for?

· Is thisappropriate for student activities?

Formiddle or high schools has the Student Council approved the expenditure?



- What are someways to pay for it?
 - (BEST)Orderfrom the vendor, invoice paid by Accountin Service or Controller
 - (OPTIONAL)Orderthroughthedistrictby purchaseorder, AccountingServices reimbursesdistrictfundsusingASB funds
 - (POOR) Purchase dby staffmember, reimbursed with ASB funds







- Cashawardsgiftcards,articlesof clothing, calculatorscameras and other personal itemsare not appropriate purchases using ASB funds. Likewise,theyare not allowed by BoardPolicybecause theyare considered gift of public funds
- If you trulywant to rewardyour students with the setype of gifts, see if you can get local businesses to donate them



Request for Fundraiser Approval to Accounting Services or Controller

Purchase Order Request to Accounting Services or Controller

Place order or purchase items

Receive order, sign packing slip



- www.scusd.edu/intranet
 - Offices
 - AccountingServicesDepartment
 - Documents
 - ACC Forms

RequestorFundraiserApproval(ACCF018)

ASB DepositSummary (ACCF019)

Purchas@rderRequest(ACCF011)

Disbursemen Request(ACCF010)



- AccountingServices
 - Referto GeneralAccountingStaff Assignmentsor yourschool
 - ASBPolicy

Amari Watkins@scusd.edu

- DistrictStudentBodyProceduresManual
- StudentBodyAccountingManual,Fraud PreventiorGuide and DeskReference, FCMAT,2012(newversioncomingin September2015)

http://www.static.kern.org/gems/fcmat/ASBMaral2012finalinteractiv.pdf