

# **Associated Student Body (ASB) Funds**

2015-2016

Accounting Services Department  
Serna Center, Box 802

# Associated Student Body Topics

- Overview of ASB
- Organized vs. Unorganized ASB
- School Year Timeline
- Communication and Cooperation
- Who Should Pay?
- Does this Money go to ASB or Site Donations?
- Cash Controls
- Student Rewards and Incentives
- Partnerships and Relationships
- ASB Document Process Workflow
- Online Forms
- Resources

# Overview of ASB

- The funds that are raised and spent by student organizations are called Associated Student Body (ASB) funds
- ASBs must be made up of current students
- Under Ed Code, students in California schools may raise money and make decisions about how they will spend this money
- ASB organizations and the management of their funds represent an opportunity for students to not only raise money, but also to:
  - Learn the principles of operating a small business
  - Develop leadership skills
  - Make a contribution to their school and fellow students

# Organized vs. Unorganized ASB

## Organized (Middle and High Schools)

- Students organize their activities around student clubs and a student council
- Students are primarily responsible for their own organizations with the assistance of a certificated advisor
- Students decide what fundraising events to organize and how they will use the money

## Unorganized

- Elementary and K-8 schools
- Children's Centers
- Adult Education
- Special Education
- Regional Occupational Programs
- Usually no clubs or student council
- Limited student involvement in decisions about fundraising events and how funds are spent
- Principal (or desir

## September

- Preliminary budget reviewed and necessary changes made
- Documents sent to site to be completed and returned by September 15<sup>th</sup>
  - Authorization to Open/Maintain Bank Account (Authorized Signers)
  - Annual Certification of All Bank Accounts

## October

- Submit list of proposed fundraisers to Accounting Services by October 1

## January

- Sites with controllers submit independent contractor information by January 10<sup>th</sup> to Accounting Services for IRS Form 1099 tax reporting

Note: Every independent contractor must have an IRS Form W-9 on file with Accounting Services

- The form is

# Communication and Cooperation

- To ensure that you are on the right track, clearly communicate your plans and ideas for fundraising and



# Communication and Cooperation

- What needs to be ordered for the fundraiser?
  - Communicate **BEFORE** ordering!

- As part of the process of planning for any fundraiser, you need to ask the following questions:

What will the money be used for?

- Is this appropriate for student activities?

For middle or high school, has the Student Council approved the expenditure?

## Who Should Pay?

- What are some ways to pay for it?
  - (BEST) Order from the vendor, invoice paid by Accounting Services or Controller
  - (OPTIONAL) Order through the district by purchase order, Accounting Services reimburses district funds using ASB funds
  - (POOR) Purchased by staff member, reimbursed with ASB funds

## Who Should Pay?

- Submit your paperwork timely to Accounting Services or your Controller to get vendors paid directly from ASB
- Often, teachers, principals, or parents pay for an event, then directly









## Student Rewards and Incentives

- Cash awards, gift cards, articles of clothing, calculators, cameras and other personal items are not appropriate purchases using ASB funds. Likewise, they are not allowed by Board Policy because they are considered gifts of public funds.
- If you truly want to reward your students with these types of gifts, see if you can get local businesses to donate them.





# ASB Document Process Workflow

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



# Online Forms

- [www.scusd.edu/intranet](http://www.scusd.edu/intranet)
  - Offices
    - Accounting Services Department
      - Documents
        - ACC Forms

Request for Fundraising Approval (ACCF018)

ASB Deposit Summary (ACCF019)

Purchase Order Request (ACCF011)

Disbursement Request (ACCF010)

# Resources

- Accounting Services

- Referto General Accounting Staff Assignments for your school
- ASB Policy

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- District Student Body Procedures Manual

- Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference, FCMA 2012 (new version coming in September 2015)

<http://wwwstatic.kern.org/gems/fcma/ASBManual2012finalinteractiv.pdf>