

Club Info for Expenditures and Money Handling

- **Students seeking to establish a club must submit a charter to Student Council for approval. All Charters must be on file at the District Office before an Account is established.**
- **The fund in club/class accounts carry over from year to year.**
- **Fundraising activities must follow the site's approval process. Fundraising proceeds are to benefit the entire club as whole and not individual students.**
 - **The fundraising should be spent on the current year club unless otherwise earmarked for a future project.**
- **Club account balances will revert to the ASB General Fund after 18 months of no activity.**
- **Clubs must prepare and maintain meeting minutes. Meeting minutes are required back-up for disbursement requests.**

Expenditures:

- **All Expenditures must have an approved P.O. # in place prior to expense being made.**
 - **This means you must have a Purchase Order number before placing an order or making a purchase to be reimbursed for. If a purchase is made without a purchase order in place it will be considered a donation to the club.**
- **To request a purchase order :**
 - **Club must vote on the purchase and document in minutes what the purchase will be, how much to spend, and who is authorized to make the purchases. The minutes must include a sign in sheet with a minimum of 6 students and an advisor signature.**
 - **Next, you will need to submit a purchase order request with the minutes and sign in sheet to Mrs. Torres.**
 - **This will be then sent to the next ASB meeting for approval, then to admin, then to the Business Office for final approval and issue of the Purchase Order.**
 - **Mrs. Torres will scan the purchase order to the advisor once it is received.**
 - **PLEASE allow a minimum of 1 to 1 ½ weeks for this process.**

Purchases and Reimbursements:

- Once you have the purchase order number, made the purchase and received all items submit a reimbursements form and the original receipts. (Reimbursements can only be made from original receipts.)
 - Items must be verified by club advisor and treasurer with a signature on the packing slip or original receipt.
 - Submit the receipt with a reimbursement form. This can take up to 2 weeks.
 - Anything ordered to be delivered must be delivered to the school address.

The district offers us the use of the following credit cards: Walmart, Lowes, Home Depot, District Credit Card, and Safeway. We also can order for you from Oriental Trading and other vendors that take purchase orders. If you would like to use any of these cards to make a purchase you must work with Mrs. Torres to coordinate this.

Sales and Money:

If you are planning to do any type of sales or collect money for the club you will need to discuss procedures with Mrs. Torres prior to doing so. You will also need to set up a revenue potential at that time if it is for a fund raiser.

FUNDRAISERS FOR ASB, CLASSES AND CLUBS

- All fundraisers must first be approved by ASB or the class or club, and documented in meeting minutes.
- A request to conduct a fundraiser must be approved by the site administrator and must include:
 - Meeting minutes
 - Revenue Potential form if fundraiser is expected to generate over \$250
- Deposit of fundraising income must include the meeting minutes, Revenue Potential form and receipts (see Cash Control Pages 4-5).
- Fundraisers should benefit the whole group, no individual fundraisers allowed.

FUNDRAISERS FOR CHARITABLE PURPOSES

- A club may raise money for charity provided that the contributors are aware that the money is to be donated to a specific cause or charity.
- Money will be deposited into a clearing account and donated in its entirety.
- All clearing accounts must zero out at the time books are closed.

DEPOSITS

- **Deposits must be accompanied by a Coin and Currency Count form completed by the seller.**
 - **All deposits should be counted by 2 people and have 2 signatures on the Forms.**
 - **Fundraiser deposits must also include approved fundraiser application.**
 - **Ticket sales deposits must also include Report on Ticket Sales.**
- **Money collected but not yet counted should be put in sealed bank bag and locked in the safe. The seller must return the next work day to count the money with the bookkeeper.**
- **Money should be turned in daily to the bookkeeper for safekeeping.**