

**Rancho Mirage High School**

**ASB Account Guidelines**

**2018-2019**



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## Procedures

According to FCMAT, here are the procedures for spending money your clubs have:

1. All invoices must be originals. (Faxes are not acceptable)
2. If you order online and get online invoices, that first original printout will be the only one acceptable.
3. All invoices must be initialed and dated by an advisor after items are received. If anything was not received it must be noted.
4. Explanations and expenditures must be with the invoices and receipts.
5. It is not okay to purchase items for the teachers or advisors as appreciation gifts. Any and all moneys must benefit the students.
6. All club moneys must be spent on extracurricular activities. You may not use your club's moneys on curricular-based items.
7. All club financial transactions will incur a 5% fee. This fee is for the Blue Bear Accounting Program, banking fees, and banking supplies. Club fees will be capped at \$150.00 for the 2018-2019 school year.

**Note: Cash reimbursements will not be allowed. Please plan ahead before purchasing items.**

## **Raising Money - Activity Requests**

All sport or club activities must be approved by ASB using an Activity Request Form.

The Myth: ASB gets to decide if your fundraising idea / activity is any good. If they like it, then it gets approved. If not, then you lose.

The Reality: There are three primary requirements that ASB uses to approve fundraisers and/or activities:

1. There is one central calendar which tracks all campus fundraising and activities. This is located on the ASB Web Page <http://www.rmhsasb.org>. This ensures that fundraisers do not overlap or occur at the same time. ASB will determine the validity of a fundraiser and will regulate the calendar.
2. Prior to any non-fundraiser activity, an Activity Request Form must be completed and approved by ASB.
3. Prior to any fundraising activity, an Activity Request Form must be completed and approved by ASB.
4. Club and sport fundraisers are a favorite target of auditors; therefore there is a necessary paper trail to protect all parties involved. The Activity Request Form is a crucial piece of the paper trail. All Activity Request Forms must be completed 2 weeks prior to the activity with an estimate of anticipated profits.

### **Tips**

- Fundraisers are approved on a first come first serve basis. Be sure to be accurate on the date and time.
- If a fundraiser request is denied it is usually due to a conflict with another group's fundraiser approved earlier.
- The second reason Activity Requests are not processed is due to lack of proper signatures. Be sure that the coach/advisor and captain/president signatures are filled out.
- All Activity Requests must be submitted to ASB on Friday before 3:00 pm.
- All Activity Requests must be completed on the triplicate forms.

## Depositing Money

All money that you collect must be deposited into your ASB account. This is to create a paper trail to verify all financial activity if any questions are ever brought up regarding your handling of funds.

All deposits need to be delivered to Mrs. Thomas in room 626 (Spirit Store) before 3:00 pm.

### Tips

- Be sure to fill deposit form out completely including Club Name and Account Number.
- Be sure not to mix money from different events in the same deposit. (i.e. money collected for a trip cannot be in the same deposit as money collected from a candy sale)
- Avoid receiving funds as checks. If checks are collected, in the memo section of the check write the club and account number. Keep a list of each check using the Check Form. This is essential. When a check is returned due to NSF, it will be deducted from the specific club account. The Check Form will indicate which child needs to be placed on the Exclusion List.
- When depositing checks, keep a running total and bind the adding machine tape with the checks.
- All bills must be facing the same way.
- 1's are bundled into \$25.00 or \$100.00 increments.  
5's are bundled into \$100.00 increments.  
10's are bundled into \$100.00 increments.  
20's are bundled into \$100.00 or \$500.00 increments.
- Keep coins separated in plastic bags.

## **Getting Money Out - Payment Requests**

You've received your product, completed the fundraiser, deposited your funds, and it's time to pay the vendor.

1. Complete a Payment Request Form with required signatures.
2. Attach the original invoice, but make a copy for your records. (no faxed copies)
3. All Payment Requests must be submitted to ASB on Friday before 3:00 pm.
4. All Payment Requests must be completed on the triplicate forms.
5. Once the Payment Request has been approved, ASB will obtain the appropriate signatures, and forward the forms to the Financial Clerk. Please allow up to 2 weeks for payment.
6. A Payment Request that is to reimburse funds that you have spent for your club will be denied.

### **Tips**

- Most Payment Requests that are denied are due to lack of funds in the account.
- Payment Requests will be denied if an Activity Request was not approved by ASB.
- Another reason Payment Requests don't get processed is due to lack of proper signatures. Be sure that the coach/advisor and captain/president signatures are filled out.
- All paper work gets approved on Mondays at the ASB Business Meeting. The deadline to turn in paperwork for this meeting is Friday by 3:00 pm.

## **Additional Tips**

1. If selling food items:
  - a. They must not interfere with lunch menus.
  - b. They cannot be sold from 7:30am - 3:30pm.
  - c. You must complete an Activity Request.
  
2. If your club is sponsoring a weekend/evening activity on school grounds:
  - a. Verify the date and time with administration.
  - b. Secure an administrator for the activity.
  - c. Complete an Activity Request.
  
3. If your club is sponsoring a weekend/evening event, you must schedule custodial services and security:
  - a. Complete an Activity Request Form.
  - b. Write a memo to the security guards.
  - c. Provide an Activity Payroll Record to the security guards.
  - d. Write a memo to the custodian.
  - e. Provide an Activity Payroll Record to the custodian.
  - d. Once Activity Payroll Record is completed, sign and return to ASB by 3:00 pm on Friday.
  - e. ASB will obtain the appropriate signatures and forward the paperwork to the Financial Clerk.
  
4. If a vendor requires a Purchase Order (PO) number, provide your club's name and account number.  
For example: ASB 1101

## Rancho Mirage High School *ASB* Activity Request

Each *Request* must be submitted in the ASB Advisor's mailbox. Each *Request* must be submitted at least two weeks before the event. *Requests* submitted inside of two weeks will not be considered, and the event will not be permitted to take place. Meetings to take action on *Requests* are held on Mondays. Copies of the *Requests* and the action taken on them will be placed in the Advisor's mailbox by the following Friday.

Organization Name: \_\_\_\_\_ Advisor Name (print): \_\_\_\_\_

"I understand and agree to all timelines and conditions of this request." Advisor Signature: \_\_\_\_\_

Check one and describe:

\_\_\_\_ Activity: \_\_\_\_\_

\_\_\_\_ Fundraiser: \_\_\_\_\_

Using a Vendor? \_\_\_\_ No \_\_\_\_ Yes Vendor(s): \_\_\_\_\_

Date(s) Requesting: From \_\_\_\_\_ To \_\_\_\_\_ Hours \_\_\_\_\_

Location: \_\_\_\_\_ (Complete *Use of School Facility* if event is held on campus.)

Purpose: \_\_\_\_\_

Using Security? \_\_\_\_ No \_\_\_\_ Yes How Many? RMHS Security \_\_\_\_\_ (Organization pays for own security.)

Spending Organization Funds? \_\_\_\_ No \_\_\_\_ Yes (Complete Payment Request if spending **any** money, including reimbursements.)

**IMPORTANT NOTE:** No invoices will be paid or receipts accepted without a pre-approved *Activity Request* on file. Because of timeline requirements, if any *Activity Request* and *Payment Request* are needed for the same event, the *Activity Request* must have already been approved the previous week in order for the *Payment Request* to be considered.

### REVENUE POTENTIAL

Complete items 1-6 if any money is to be collected at any time during or for the activity:

1. Est. total expenses to be spent, inc. tax \$ \_\_\_\_\_ 4. Avg. selling price per item or service \$ \_\_\_\_\_

2. Est. number of items or services to sell \_\_\_\_\_ 5. Potential collection to deposit (#2 X #4) \$ \_\_\_\_\_

3. Kinds of items or services selling \_\_\_\_\_ 6. Potential profit after expenses (#5 - #1) \$ \_\_\_\_\_

### ORGANIZATIONAL APPROVAL

The decision by any student organization to spend its funds must be recorded in Club Minutes and made available for audit.

"I hereby certify that the \_\_\_\_\_ Club approved by a quorum of members the above Request at a meeting held on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_"

Day

Month

Year

Club Treasurer Signature

Club Advisor Signature

Club President Signature

### RMHS *ASB* FORMAL ACTION

\_\_\_\_ Approved \_\_\_\_ Not Approved \_\_\_\_ Tabled (until \_\_\_\_\_) If "Tabled" or "Not Approved", the reason is as follows:

"I hereby certify that the RMHS ASB Student Council took action on the above Activity Request at a formal meeting held on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_"

Day

Month

Year

ASB Treasurer Signature

Activities Director Signature

ASB President Signature



## Rancho Mirage High School *ASB* Payment Request

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_ Check #: \_\_\_\_\_  
 Payee: \_\_\_\_\_ P.O. Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Qty.	Unit	Description	Unit Price	Amount

To Be Reimbursed     
  To Be Billed     
  Receipt / Invoice Attached     
 TOTAL : \_\_\_\_\_  
 Adequate Fund in Account?  Yes  No     
 Activity Request Approved On \_\_\_\_\_     
 Clerk Initials: \_\_\_\_\_

### PURPOSE FOR WHICH SUPPLIES OR SERVICES LISTED ABOVE ARE NEEDED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **Certification for Out-of-Pocket Disbursements:**

"I hereby certify that the above expenditures were actually and necessarily incurred in the performance of my duty and, further, that no part of the above claim has heretofore been claimed or paid."

Submitted by: \_\_\_\_\_ Authorized by: \_\_\_\_\_  
Payee Signature Financial Clerk Signature

#### **ORGANIZATIONAL APPROVAL**

The decision by any student organization to spend its funds must be recorded in Club Minutes and made available for audit.

"I hereby certify that the \_\_\_\_\_ Club approved by a quorum of members the above Request at a meeting held on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_"  
Day Month Year Club Treasurer Signature

\_\_\_\_\_ Club Advisor Signature Club President Signature

Organization: \_\_\_\_\_ Account #: \_\_\_\_\_ Clerk Initials: \_\_\_\_\_

#### **RMHS *ASB* FORMAL ACTION**

\_\_\_\_\_ Approved    \_\_\_\_\_ Not Approved    \_\_\_\_\_ Tabled (until \_\_\_\_\_) If "Tabled" or "Not Approved", the reason is as follows:

"I hereby certify that the RMHS *ASB* Student Council took action on the above Activity Request at a formal meeting held on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_"  
Day Month Year ASB Treasurer Signature

\_\_\_\_\_ Activities Director Signature ASB President Signature

**Rancho Mirage High School  
Associated Student Body  
Deposit Slip**

Name of Club: \_\_\_\_\_ Account #: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Date: \_\_\_\_\_

**Cash:** (Separate into \$100.00 increments, otherwise, bundle and mark each set.)

1) # of \$1.00 bills _____	Total \$1.00 _____
2) # of \$2.00 bills _____	Total \$2.00 _____
3) # of \$5.00 bills _____	Total \$5.00 _____
4) # of \$10.00 bills _____	Total \$10.00 _____
5) # of \$20.00 bills _____	Total \$20.00 _____
6) # of \$50.00 bills _____	Total \$50.00 _____
7) # of \$100.00 bills _____	Total \$100.00 _____

(Add lines 1-7) Total Currency: \_\_\_\_\_

**Coin:** (Place coin in separate plastic bags.)

1) \$0.01 _____
2) \$0.05 _____
3) \$0.10 _____
4) \$0.25 _____
5) \$0.50 _____
6) \$1.00 _____

(Add lines 1-6) Total Coin: \_\_\_\_\_

**Checks:** (All checks must be paid to: RMHS ASB)

# of checks: \_\_\_\_\_ Total Checks: \$ \_\_\_\_\_

**Total Deposit:** \$ \_\_\_\_\_

Club Treasurer: \_\_\_\_\_ Club Advisor: \_\_\_\_\_  
ASB Treasurer: \_\_\_\_\_ Financial Clerk: \_\_\_\_\_

ASB Accounting Fee (5%): \_\_\_\_\_