

# ASB WORKSHOP

## ANAHEIM UNION HIGH SCHOOL DISTRICT

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# ASB Manuals

- ▣ [Associated Student Body Accounting Manual Fraud Prevention Guide & Desk Reference 2015,](#)  
Fiscal Crisis Management Assistance Team (FCMAT)
- ▣ [AUHSD ASB Procedures Manual](#)

These manuals, along with various district ASB forms, are available for download from the AUHSD Controller's Office webpage at:

<http://www.auhsd.us/district/index.php/departments/business-services/accounting-and-payroll>

# What is an ASB?

- ▣ ASB = Associated Student Body
- ▣ ASBs are formed for the sole benefit of the students
- ▣ **Purpose** of an ASB is to conduct activities which **benefit students** as long as these benefits do not conflict with the authority and responsibility of the school district

# Two Types of ASBs

## ▣ **Organized**

- Middle/Intermediate/Junior HS and High Schools
- Student Council & Student Clubs
- Students develop budgets, plan fundraisers, approve activities, make decisions, spend the \$\$
- Assistance and oversight from Advisor & Principal

## ▣ **Unorganized**

- Elementary (could be K-5, K-6 or K-8), Adult, ROC/P, Special Ed & Continuation Schools
- Limited student involvement & decision-making
- Usually does not have a student council or clubs
- Principal has authority with assistance from advisor

# Role of the Principal

- ▣ **Final School Site Approval**
- ▣ Supervision of ASB Advisor & Bookkeeper
- ▣ Communicate & Enforce Policies
- ▣ Providing Guidance and Direction
- ▣ Ensuring fund-raising events held are appropriate
- ▣ **Work with Business Office regarding training and resolution of audit findings**
- ▣ Reporting of any suspected fraud or abuse

# Role of the ASB Advisor

- ▣ **Assist Student Council** in doing the following:
  - Approve activities, fundraisers & expenses
  - Make decisions
  - Maintain records
- ▣ Remember students are directly responsible for all functions
- ▣ Remember all monies belong to the ASB (advisor is not in direct control)
- ▣ Help kids spend money appropriately
- ▣ Assist with ASB budgets
- ▣ Consult with & keep Principal informed
- ▣ **Must be certificated**

# Role of the Students

- ▣ **Students make the decisions on all activities, fundraisers and spending**
- ▣ ASB Student Council has final approval
- ▣ Review financial reports & reconciliations of all student clubs & ASB accounts
- ▣ Approve student club applications
- ▣ **Remember, Principal has final authority**

# Booster Clubs & Parent-Teacher Groups

- ▣ **Outside organization run by parents providing support to students**
- ▣ Can raise & donate funds to ASB
- ▣ **Separate from ASB & District**
  - ▣ **Cannot open bank accounts with District ID**
- ▣ Not controlled by district
- ▣ Does not dictate what ASB does or doesn't do
- ▣ Cannot charge students – this is a parent organization
- ▣ **May NOT deposit into ASB accounts**
- ▣ Must have their own non-profit status – TAX ID #



# Booster or ASB Fundraiser?

I always thought if students are raising funds for their booster club their item for sale had to be sold off campus and ASB items were sold on campus.

But I heard it really depends on who is selling –  
students = ASB fundraiser  
parents = booster fundraiser

**Which is correct?**

# Answer – Whose Fundraiser Is It?

- ▣ Based on **EC 51520(a)** students can be involved in a fundraiser for a booster club or other outside parent organization, **IF**:
  - it is not during the day
  - not on school grounds
  - it is clear they are raising funds for another organization
  - must be legal for student to be involved

# Teacher Accounts vs. ASB Accounts

- ▣ **Teachers cannot conduct fundraisers!**
- ▣ Site staff accounts are not ASB funds
- ▣ Funds should never be deposited into ASB account

# Question

## What is an ASB Club?

Our secondary schools offer extra-curricular sports. There is money in ASB accounts for these sports. These clubs don't have officers or formal meetings, and financial decisions are made by the coaches.

**Are these really clubs?**

# Answer

## What is an ASB Club?

Not as described!

- ▣ The students MUST play a major decision-making role – students need to be involved
- ▣ In organized ASBs the students make the decisions with adult assistance. Clubs need an approved constitution, elected officers, formal meetings, budgets, and students the making decisions.

# Clubs Accounts

- ▣ **Should not spend money they don't have or haven't earned**
- ▣ Should plan to spend money in the year it was earned, unless specific future plans are approved by student council
- ▣ Funds revert to general ASB if inactive
  - Inactive = at least one full school year

# Fundraising Activities

- ▣ **FUNDRAISING IS VOLUNTARY** – cannot require participation in fundraising activities
- ▣ All fundraising activities need approval by Student Council then the Principal (or designee) and fall within the scope of Board approved fundraising activities
- ▣ Request to Conduct Fund Raising/Revenue Potential required with each fundraising request
- ▣ Must be completed fully & accurately
- ▣ **ADVANCE APPROVAL** - Event should not happen unless approval has been received
- ▣ Approval will not be given for activities with incomplete requests forms
- ▣ Follow-up to see how successful fundraiser was

# How Does A Fundraiser Get Approved?

- ▣ Discuss and decide at a student council meeting and record in the meeting minutes
- ▣ Complete and submit Request to Conduct Fund Raising/Revenue Potential Forms for approval
- ▣ Get approval from ASB Student Council and the Principal
- ▣ Send to Nutrition Services if fundraiser involves food sales during the day
- ▣ **Plan Ahead** – Revenue potential forms must be completed & Principal (or designee) needs to approve event prior to the event start date



# Events Not Allowed

consider safety & liability

- ▣ Anything not allowed by board policy
- ▣ **Raffles or Games of Chance**
- ▣ Mechanical or animal rides
- ▣ Games with live targets / water tanks
- ▣ Anything involving darts & arrows
- ▣ Destruction of cars or similar objects with hammers
- ▣ Trampolines or mini-trampolines
- ▣ Rentals of district owned equipment or facilities

# Question about 50/50 Raffles

- ▣ The Senior class would like to have a 50/50 fundraiser. Tickets would be \$1.00 each or 6 tickets for \$5.00. Tickets say “Donation Not Required” and a lollipop is given with each purchase
- ▣ Winners receive half the money

**Is this legal?**

# Answer: 50/50 Raffle

## NO!

- ▣ School districts, including ASBs and student clubs, are **NOT** authorized to participate in raffles. We do not hold the correct non-profit status to legally hold a raffle
- ▣ Raffle is defined as having the chance to win something of value
- ▣ Most “drawings” are really raffles

Never!

Make a purchase from cash  
collected

Always!

Turn in all cash collected &  
get reimbursed for  
purchases made

# Timely Deposits

- ▣ **Deposits must be made DAILY**
- ▣ Cash should **never** be left over the weekend
- ▣ Cash & checks should **always** be stored in a locked safe

# Why is this a big deal?

- ▣ Protects Students' Money
- ▣ Protects ASB Tech
- ▣ Protects ASB Advisor
- ▣ Protects Principal
- ▣ Protects District

**Following good procedures should provide evidence cash was handled properly**

Without this evidence the Principal will not have the information necessary to prove fraud did not occur

# Think 'Audit Trail'

- ▣ If you were an outsider or auditor, what **'road map'** could you follow from the Point of Collection to the ASB Office to money being deposited?
  - Provide a documentation trail from the first collection of money until that money is deposited
  - Could an outsider follow what has occurred?

# What Can We Spend the Money On?

- ▣ Fundraising Expenses
- ▣ Trips, Events, Activities
- ▣ ASB Supplies
- ▣ Field trips/excursions & outdoor education/science camps
- ▣ Extra-curricular athletic costs



# What Can't you Buy?

- ❑ Instructional supplies
- ❑ CASH awards or gifts
- ❑ Salaries and supplies that are the responsibility of the district
- ❑ Reimbursement for lost items – unless allowed by Board policy
- ❑ Refreshment for faculty meetings
- ❑ Personal stuff for district staff
- ❑ Employee lunches or gifts of any kind
- ❑ Repair of district equipment and facilities
- ❑ Parent Groups or Booster Club supplies
- ❑ Travel & Conference expenses for non-ASB events
- ❑ Anything that would be considered a gift of public funds
- ❑ Equipment purchases of \$500 or more must go through the district

# ASB Budget Carryover

- ▣ FCMAT recommends no more than **20%** carryover for ASB or any club
- ▣ **Why? Funds should be used by the students who raised them**
- ▣ Exceptions – approved by Student Council & Principal
  - Band competition two years from now

# What Does A Club Budget Look Like?

- ▣ What money are you going to receive?
  - Fundraisers, donations, etc.
- ▣ How are you going to spend the money?
  - Costs of fundraisers, trips, events, etc.
- ▣ Approved at meeting
- ▣ Submitted to Student Council
- ▣ **Ok to change throughout the year**

# What Do Meeting Minutes Include?

- ▣ Name of club (or ASB) holding meeting
- ▣ Date, time & place of meeting
- ▣ Names of those attending
  - Sign-in sheet acceptable
- ▣ What was discussed
- ▣ What action was taken

**Provides documentation for auditors**

# How do you spend the \$\$?

- ▣ **Students decide how to spend their money with advice & guidance from Advisor and Principal**
- ▣ Approved by student council
- ▣ Noted in student council minutes
- ▣ Pre-approval required before items can be ordered
- ▣ Check to make sure funds are available
- ▣ Receipt of items before check is written
- ▣ Documentation available for Auditors
- ▣ No pre-approval = no reimbursement = you might be required to pay the bill yourself

# What do you need to pay a bill?

- ▣ **Pre-approval**
  - Purchase Request approved by student council
  - Checks are also approved by student council
- 1. Purchase Request
- 2. Receiving Document – Packing Slip
  - May be noted on Invoice
- 3. **Detailed Invoice**
  - Cannot pay from Statement
- 4. Any other required paperwork – W9, quotes, etc.
- 5. Payment should not occur without W9 on file

# Employees & Consultants

- ▣ Individuals hired by ASB to perform services that are not the responsibility of the district
- ▣ **If district employee – must run through district payroll - ASB will be billed**
- ▣ Consultants are not employees – need to obtain W-9 before you should pay them
- ▣ 1099s will be issued and filed with IRS
- ▣ Annual report due to Business Services in January
- ▣ Consultants - contract required – need to be signed by Business Services Office

# Officials/Ticket Takers

anyone ASB is paying

- ▣ If district employee – MUST run through district payroll – ASB will be billed
- ▣ **Consultants are not employees – need to get W-9**
- ▣ School must maintain proper paperwork, names, SS#, W-9, address, etc.
- ▣ 1099s need to be filed with IRS – NOT OPTIONAL



# Equipment

- ▣ If ASB buys it - ASB stores, repairs & maintains
- ▣ What types of equipment
  - Cash registers
  - Golf carts
- ▣ Maintain Equipment Inventory
- ▣ Equipment purchases of \$500 or more need to go through the district
- ▣ The purchase will be billed back to the ASB

# Audit Findings

- ▣ Student decisions not documented in minutes - adequate records not maintained
- ▣ **Missing or incomplete Revenue Potential Forms**  
- **Must ensure that these are being completed BEFORE the fundraising event & that the expected outcome is reasonable**
  - **School Principal is ultimately responsible for ensuring this is occurring**
- ▣ Disbursements
  - receipt of goods not noted – no receiving document
  - payment made without invoice
  - payments made prior to approval by students
  - Invoice date prior to approval date
  - Inappropriate expenditures for ASB

# Audit Findings

- ▣ Required signatures not obtained
- ▣ Pre-signed checks
- ▣ Invoices paid with cash
- ▣ Master ticket log not utilized
- ▣ Pre-numbered tickets not being used
- ▣ Physical inventory not taken
- ▣ Inventory not reconciled with sales
- ▣ **Negative fund balance**
  - Spending money not received yet/earned
  - budget versus actuals not monitored

# Best Practices

- ▣ **Approve all fundraisers**
  - Complete Fundraising Event Form (revenue potential)
  - **Check for reasonableness**
    - Can they really raise \$10,000?
- ▣ Keep the district office informed
- ▣ **If you don't know - ask**
- ▣ Protect yourself & the kids by following the rules even if you don't like them
- ▣ **Don't do anything that doesn't feel right**

# Frequently Asked Questions

## ▣ **FCMAT FAQs**

- In FCMAT ASB Manual Chapter 25 starting on page 415
- Online FCMAT Help Desk Archives  
[https://servicedesk.csis.k12.ca.us/footprints/fcmat\\_kb.html/](https://servicedesk.csis.k12.ca.us/footprints/fcmat_kb.html/)

# Final Questions?