

Question # 1

Q: How does a new club spend money if they do not have any money?

A: The general ASB can loan or donate money to the new club.

Question # 2

Q: Do boosters have to present their financials to the school?

A: Yes, this is public information and should be available if requested. This can be done monthly or at a very minimum quarterly. This can be done as a simple presentation or as a hard copy document.

Question # 3

Q: Can food be purchased for meetings and is there a difference between buying food for a professional development day and a normal faculty meeting?

A: Food for any type of staff meetings should not be paid by ASB. If the site would like to use school funds it is up to their administration within District guidelines.

Question # 4

Q: Should sports clubs have regular meetings and take minutes?

A: Yes, if operating as a club. All clubs that are taking in money and having expenditures must have minutes that show the approvals for the expenditures. If money is collected by a group they need to become an official club, approved by the board.

Question # 5

Q: If students are on a field trip and they have approval to purchase food, do their chaperones get free food?

A: Chaperones should provide their own lunch. Food Service should provide lunch for the students, if possible.

Question # 6

Q: What constitutes a booster's fund raiser on campus? Can boosters pass out flyers on campus?

A: Yes, boosters can pass out flyers on campus. Boosters' fundraisers can be conducted one (1) hour after school. A fundraiser is when money is being collected.

Question # 7

Q: Can a parent group that is in charge of Grad Nite collect money during registration and/or lunch time?

A: The parent group may collect Grad Nite money during registration since this is done when school is not in session. However, according to Education Code 51520 (a) students cannot be

solicited during school hours, and within one hour before the time of opening and within one hour after the time of closing of school.

Question # 8

Q: Since, boosters cannot charge any students fees, can they charge the parents/mandate payment from the parents?

A: Yes, boosters can charge fees to the parents. However, if a parent does not pay their fees, their student cannot be prevented from participating. A list of who has not paid cannot be posted.

Question # 9

Q: Is there a different system to pay coaches during for summer programs?

A: Coaches for summer programs still have to go through District payroll. Please check with District Human Resources.

Question # 10

Q: From time to time, PBIS asks local organizations for donations and they ask for our Tax ID number. Can we get the Tax ID number to provide to the local organizations?

A: Please contact the Controller or Accounting Manager. We have a standard letter written by the Superintendent that states we are a local government entity and donations made to our entity as treated as if they were given to a nonprofit (tax deductible).

Question # 11

Q: Before a check becomes stale dated, can we contact the company/vendor to let them know that they have an outstanding check that will be stale dated soon?

A: Yes, it is a good practice that will eliminate the need to reissue a check. The money is still owed to the company/vendor even if their check becomes stale dated.

Question # 12

Q: Can we accept credit cards as a form of payment?

A: Yes, purchases can be made through School Pay using credit cards. Purchases can be made online or in person with the ASB Tech.

Question # 13

Q: Can we impose a penalty for clubs that do not use their funds such as any funds over the 20% carry over will be absorbed into the general ASB?

A: There is nothing that says a penalty cannot be absorbed. If there is no District policy, the decision comes down to each site. Suggestion: do not allow a club to fundraise until their balance is reduced. Clubs should be encouraged to spend funds. Every year all clubs need to complete the "Request to Carry Over Excess Ending Balance" form which can be found on the District's Accounting and Payroll website.

Question # 14

Q: Can a classified employee be a club advisor?

A: No, Education Code 48933(b) states that a club advisor must be certificated.

Question # 15

Q: Does a walk-on coach need to be certificated?

A: No, walk-on coaches do not have to be certificated.

Question # 16

Q: What are the requirements to become a student club?

A: Please refer to the FCMAT manual chapter 4. Classes are not clubs. Clubs must be District board approved, have student officers, conduct meetings, take meeting minutes, and have bylaws. Standard forms are located on the District's Accounting and Payroll website.

Question # 17

Q: How do classes, that are not clubs (ex. Band), spend money that they have raised?

A: Classes should not be fundraising. Teachers are not allowed to sell items in their classrooms. Only official clubs are allowed to fundraise.

Question # 18

Q: Can we be provided with a list of approved clubs for each school site?

A: This information would come from the Education Division. They currently do not have a master list of all the approved clubs.

Question # 19

Q: Does a club need to be approved every year by the District board?

A: No, the District Board only gives the initial approval. Subsequent annual approvals are given out by each site.

Question # 20

Q: Does a club with no intentions of ever collecting and spending money have to apply to become a club?

A: Yes, all clubs need District approval regardless of whether they are collecting or spending money.

Question # 21

Q: What are the Districts procedures regarding clubs?

A: District procedures/manual can be found online on the Accounting and Payroll website.

Question # 22

Q: Is there a dollar limit/requirement for which donations need to be accepted by the school board? Or do all donations need to be accepted?

A: There is no dollar limit/requirement for which donations need to be accepted by the school board. Please check with the Director of Purchasing before accepting any equipment donations.

Question # 23

Q: Since the sale of food prepared on campus is not allowed, what impact if any does this have on food trucks?

A: Food trucks are allowed even though the food is being prepared on campus because no district resources are being used, students are not handling or preparing the food, and food trucks have the proper permits.

Question # 24

Q: How does the food preparation on campus affect the culinary class/club?

A: The culinary class/club can cook and eat their food but cannot sell it as a fundraiser during the school day. Food sales during the school day cannot be food prepared on premises or in private homes.

Question # 25

Q: Can the Culinary Club have a fundraiser such as a Thanksgiving Dinner for Staff or selling food at Open House?

A: The primary issue is food safety and liability for the District if someone got sick. If the teacher or club advisor is overseeing the project and he/she is Serve Safe Certified and they are documenting temperatures (cooking and serving), there is less risk. It is advisable the Culinary Club choose a different fundraiser.

Question # 26

Q: Can a coach's salary be more than the advisor's?

A: Check with Human Resources.

Question # 27

Q: What is regulated pay? Can boosters supplement payment/stipends for coaches?

A: Check with Human Resources.

Question # 28

Q: In regards to the limitation on the amount of scholarships, is this Education Code or a best practice:

A: The limitations on the amount of scholarships are FCMAT's recommendations, and not part of the Education Code. Scholarships from student body funds generally are not allowable as they do not benefit a group of students, but can be accepted if the governing board of the school district approves an expenditure in this category. If they are going to be allowed a good rule to follow that FCMAT suggest is for no more than \$1,000 in total be awarded each year, and no more than \$250 awarded to any individual student. Cash awards should never be allowed as there is no guarantee that the funds will be spent on; checks should be made payable to an institution of higher learning, or to a college bookstore. An exception would be if the student provides a proof of enrollment, that would be an acceptable control.

Question # 29

Q: When a teacher sells things to students in class – what can happen to the teacher and the school?

A: The teacher must be informed that they are not allowed to sell /fundraise by selling directly to student in their class rooms. The Principal must be made aware of the situation when a teacher does not refrain from to selling to students in their class room and this would then become a Human resources issue. Selling/ fundraising by a teacher in their class room can become a serious issue, especially when proceeds of those sales cannot be accounted for.

Question # 30

Q: Do we have to send Request to Conduct Fund Raising/Revenue Potential forms to the District for every fund raiser?

A: No, Request to Conduct Fund Raising/Revenue Potential forms do not have to be sent to the District. However, if the sale of food is involved the required information must be sent to Food Services for approval.

Question # 31

Q: Can teacher/staff sell Girl's Scott cookies?

A: Not to students only to other teachers/staff. The cookies must be in a location where students do not have access.

Question # 32

Q: One of the audit findings that keeps occurring is money being spent prior to approval. We have informed staff that this is not allowed; however, staff continues to purchase items prior to receiving approval. What can we do about this?

A: Continue to educate staff and document each occurrence. Also, there is no requirement for ASB to reimburse unapproved expenses. The teacher may be denied reimbursement.

Question # 33

Q: Can Dunbar pick up deposits during registration?

A: We will work with F&M bank and Dunbar with scheduling so that Dunbar picks up during the registration.

Question # 34

Q: Some students transfer to different schools during the year (including continuation school) after paying for ASB fees, prom, spirit packs, etc. does this money follow the student? Can the student be reimbursed? Can the new school collect ASB fees from the incoming students if they already paid the fees at a different school?

A: Money does not follow the student if the student transfers to a different school site. If a contract was signed that no fees are refundable then they cannot be refunded to the student. If there was no contract then it would be up to the school site if they will refund the student for any fees and items purchased that they have not received.

Question # 35

Q: The cash receipts form requires two signatures. Who should be signing this form?

A: The club advisor and ASB Tech should count the money together and sign the cash receipt form.