

Petaluma High School



Home of the Trojans

ASB

Club Advisor Handbook

Rev. 2023

Club Name: _____
(Attached information is from 2017 FCMAT guidelines)

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Reminders:

- Any business questions please contact Mrs. Leach in the Finance Office at vleach@petk12.org.
- ASB is a business run by the Student Council and represents the entire student body.
- The Student Council is responsible for:
 - Overseeing student clubs
 - Authorizes fundraising events
 - Adopts annual budget
 - Approves expenses from Student funds
 - Approves deposit of funds
- In ASB & Clubs, students make the decisions.
- Advisors co-sign pre-authorization of expenditures, provide guidance and ensure compliance with school and district policies.
- All communication should come from Student Council with guidance from advisor.
- All PO's and Deposit Slips are to be completed by the student officer and returned to Finance Office with original receipts.
- Keep copies of all records and paperwork.

High School & Jr. High ASB Meetings on 10/28/20

FCMAT Manuals:

<https://www.fcmat.org/2015-asb-accounting-manual-fraud-prevention-guide-and-desk-reference>

ASB Overview

- 1) Bylaws and Constitution
 - a) Each ASB should have, clubs may have their own as decided in the master ASB document
- 2) Clubs
 - a) New clubs require approval
 - b) Existing clubs must make and annual budget
 - i) The Annual Budget should include the goals for the year, potential fundraisers and the purpose for funds - fundraisers should only be held with an intended purpose (spend what you raise) so that carryover is minimal.
 - ii) See Chapter 6 of FCMAT ASB Manual
- 3) Advisors
 - a) As per EdCode, must be certificated
 - b) Reminder that ASB should be student run, student generated, student decided
 - c) Advisors are there to guide, in the FCMAT Student Club Manual starting on approx. page 10 is a good "how to" that could be printed out for officers
- 4) Minutes
 - a) Minutes template is in the FCMAT Club Advisor Manual
 - b) Meetings should be held on a regular basis, more frequently for HS, at least quarterly for Jr. High
 - c) Meetings should be attended by the officers and a representative from each club at a minimum. The advisor must be present.
 - d) A treasurer's report must be presented
 - e) One of the critical functions of minutes is to record the approval of expenditures (POs) and fundraisers (Revenue Potential Form).
- 5) Fundraisers
 - a) Only as approved in minutes, see forms in ASB Manual (revenue potential and approvals)
 - b) Cash should be tallied and double counted. Two people must always be present. Cash should be immediately taken to Account Clerk/bookkeeper for deposit.
 - i) Inventories should be reconciled to the cash counts (beginning, end compared to tally sheet)
 - ii) If a more formal program is not available, tally sheets must be kept for items sold
- 6) Expenses/Checks
 - a) Purchase orders should be created for all expenses (must be approved in the minutes)

- b) POs must be signed by student representative, certificated advisor, principal/designee (3 signatures as required by EdCode)
 - c) Checks require two signatures and should be matched to PO by Account Clerk/bookkeeper
 - i) Checks must not be written prior to the signed PO being received
 - d) New vendors must provide a W-9 and new vendor form to be on file with DO prior to use (payment)
 - e) For tangible items, proof of receipt must be attached (Packing slip etc..)
- 7) ASB Bookkeeper aka Account Clerk
- a) Maintains financial records
 - b) Prepares cash boxes for events and reconciles upon return
 - c) Double counts all cash deposits (in tandem with another adult) and verifies all supporting documentation has been received (tally, tickets, etc..)
 - d) Monthly bank reconciliations sent to DO by due date
 - i) A copy of payments in excess of \$500 must be included NEW
 - ii) A copy of reimbursements to individuals must be included NEW
 - e) Verifies inventories
 - f) Makes deposits in a timely manner as cash is received
 - g) Writes checks and verifies expense or reimbursement is an allowable expense and was pre-approved with a corresponding PO
 - i) No alcohol, no gift cards, no school supplies, no individual gifts, etc...
 - h) This position is the gatekeeper/rule monitor, helping make sure expenses are appropriate, giving guidance about best practices for cash handling, and aiding in the documentation process
- 8) General Tips
- a) ASB May not be used for athletics
 - b) Board policies must be followed
 - c) Cash or inventory should never be left unattended/unsecured (cash should be in safe)
 - d) ASBs are intended to give students an entrepreneurial experience
 - e) No fundraising for donations to other organizations
 - f) Contracts should not be signed prior to the PO being approved
 - i) Can only be signed by Principal
 - ii) Should follow BPs
 - g) Clubs must budget and fundraiser separately
 - h) Money earned should be spent on students that earned it
 - i) Carryover should be minimal

ASB Meeting, 2/3/21 @ 2:30pm

The Role of the Account Clerk III in ASB

The role of the Account Clerk III (AC) in ASB is to be the gatekeeper between the student group and the established accounting protocols. It is OK to question a purchase or the backup documentation provided for a purchase. If you need support, your Principal is there to help. If you feel you need help what the rules and regulations are and what you should be questioning, please reach out to me, Breean Brown and we can sit down together and go over what you feel you need clarification on. The purpose of ASB is to teach students real world enterprise and accountability. ASB has the same, if not more stringent, requirements as site level accounting.

Signatures

The district was approved by the auditor for electronic signatures for attendance and engagement only. Signatures are still required in most cases. Students should be reminded that accountability is continuous.



Meetings/Minutes

The student officer in charge of signing minutes should "wet" sign the original.

The advisors were told to work with the bookkeepers (ACs) on making sure the clubs in the books are still active. Inactive club monies should be transferred to the general ASB account. This includes graduated classes - unless they had submitted multi-year budgets and that project is still going.

The advisors were asked to review annual budgets and make sure any multi-year commitments are being fulfilled. Please submit current budgets to Debbie Barberis .

PO/Expenses

Only PCS approved vendors should be used. The DO vendor approval process is required prior to using someone not already in the system.

Blanket POs are not allowable in ASB.

PO Requests/POs must be signed. EdCode requires three signatures. Student officers can sign using social distancing protocols, or, can print/mail or be mailed and return, depending on the item and urgency. Now more than ever is the time to stress accountability protocols.

Payments/Invoices should have the following signed copies attached: minutes where the item was approved (signed), the signed PO request/PO. Tangible items must include proof of receipt (packing slip, etc...). I.e. payments cannot be made prior to the approval process being complete.

Submit all employee payments and payments \$500 and over with the monthly bank statements and include all backup.

Reimbursements to individuals should be minimal if any and must include original itemized receipts, not just the credit card receipt.

Checks must have two live signatures, no signature stamps.



Items purchased must be for students, not for staff. NO exceptions.

ASB may not purchase items that should be purchased by the school site. Ex: ASB should not purchase the mandatory reading books for a history class (that are in the syllabus). However, it would be allowable for the ASB to purchase a subscription to National Geographic or Smithsonian for researching/pleasure so long as all students have access.

Reference

FCMAT Manuals:

<https://www.fcmat.org/2015-asb-accounting-manual-fraud-prevention-guide-and-desk-reference>

The following slides are from the FCMAT ASB training and briefly touch on: allowable/unallowable expenditures, class trips, gifts, donations, awards, surplus funds, meals and athletics.

Examples of Allowable ASB Expenses

- These example expenditures enhance students' educational experience:
 - Student magazines and newspaper subscriptions
 - Supplemental equipment for student use not provided by the school (e.g., telescopes)
 - Field trips/excursions/outdoor education camps (grad night discussed on an upcoming slide)
 - Extracurricular athletics costs (e.g., costs for ticket sales, game officiating and security)
 - Social events for students
 - Awards to students for excellence (if in board policy)
 - Substitute teacher if the teacher is absent due to an authorized ASB event

Examples of Unallowable ASB Expenses (but Allowed for District)

- School furniture, supplies and equipment
- Teacher and staff salaries
- Instructional materials and classroom supplies
- Repair and maintenance of equipment/facilities
- Faculty meeting costs
- Employee clothing/attire (i.e. coaches' uniforms)
- Caps and gowns for graduation ceremonies
- Flowers or decorations for a district awards ceremony or commemorative event
- Transportation for students living in outlying parts of the district

Examples of Unallowable Expenditures for District or ASB

- A social gathering where a meal is provided for employee recognition, such as for administrative professionals' day, etc.
- Contributions or donations to religious, community, charity, or other nonprofit groups
- Purchase of flowers for personal gift
- Giving of flowers or items to convey compassion, sympathy or meet a perceived moral obligation
- Presents or gifts to anyone, including employees, volunteers or students
- Alcohol
- Holiday or other staff parties or picnics
- Employee reimbursement for mileage from their residence to their place of work

Grad Night – Class Trips

- If promoted or funded through the ASB or the district in any way, Grad Night, and class trips (e.g., 8th-grade trip to Washington or other field trips) must follow the guidelines that everyone who wants to attend should be able to go as long as there are no administrative or discipline issues prohibiting a specific student from attending.
- Although parents can be asked to pay a "donation" or a fee for their child to attend, if they do not pay, and the event is part of ASB or the district, the student cannot be barred from attending. Funds from other sources will need to be obtained if the event is to continue. In addition, students cannot be forced to fundraise to attend such events.

Gifts

- If something is purchased for a specific student or employee and it is not an award, it is a gift.
 - GIFTS ARE UNALLOWABLE, even if small in amount.
 - People have tried to say that if a gift's value is "de minimis," trivial or of little value, it would be okay (e.g., under \$20/person).
 - They are wrong! A gift is a gift!
 - Gift certificates are ordinarily characterized as gifts of public funds even when purchased for an event with a public purpose because they confer a tangible private benefit to an individual.
 - Ask merchants or individuals to donate gift certificates to avoid making a gift of public funds.
 - If students want to give gifts, use private funds, not public funds.

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Donations to Other Organizations

- Donations are considered a "gift of public funds."
 - Remember, the funds have been raised under the district's non-taxable status
- Students can still organize fundraisers to support specific charities if fundraiser clearly identifies fundraising purpose.
 - The checks should be written directly to the organization/charity

Note: Donations are not allowed for needy families. A legal foundation must be established separate from the district.

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When There is a Surplus of Funds

- When a club raises funds there must be a purpose in mind, and that purpose should be stated and approved on the fundraising approval form.
- So, when funds are raised for a specific reason, even if there is surplus, the money can't be used for just anything.
 - The surplus must be used for the stated purpose
- If a fundraiser comes up short, the club that came up short should do another fundraiser to cover the deficit.
- Other clubs having to use their balances to cover a shortfall of another club is not fair or appropriate.
 - The students in the club who raised the money do not benefit.

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Awards

- Board required to adopt rules and regulations about awards.
 - If no policy or regulations, no awards allowed (even for students)
- Authorized by Education Code 44015.
 - Awards are allowed to employees for exceptional contributions and to students for excellence.
- Only student awards should come from ASB.
 - Governing board policy needed for types of student awards, e.g., awards to students for excellence, trophies, performance, etc.
- Awards cannot exceed \$200 in value unless board policy states a higher amount.
- Awards are not authorized or allowed to community members, parents, or volunteers.

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Employee Appreciation Meals

- Employee appreciation meals are not allowed.
- Such appreciation meals do not qualify as awards.
- Attorney General says not "actual and necessary" per Education Code 44032.
- Don't provide a direct and/or substantial purpose -- so would be a gift of public funds.

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Sports and Athletics Club(s)

- For any sports revenues and expenditures to be accounted for and part of the ASB account, the sport must meet the same ASB club requirements as all other clubs.
 - Each sport may be a separate club with its own constitution, certificated advisor, budget and other required elements,
- OR
- Multiple sports can be organized as one athletics club, with each sport having representation in the club, one constitution, one certificated advisor and other required elements.
 - If revenue is to be shared, governing board policy should state how revenue from ticket sales, etc., is distributed.

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Food & Beverage Fundraisers

For details of foods and beverages that may be sold, as well as additional resources, refer to the chart at the end of the chapter.

Middle Schools and High Schools

Middle schools and high schools may hold up to four food and/or beverage sales annually for any and all student groups; all groups may participate in these four sales, but the sales must occur on the same four days for all groups; each group does not get their own four days. One student group (usually the student council or other schoolwide group) may also sell up to three types of food or beverage items each school day. The items sold at these fundraiser events must meet the nutritional guidelines specified in the food and beverage summary chart at the end of this chapter. The items sold cannot be the same as those sold by the food service or cafeteria program that day and cannot be prepared on campus or in private homes.

These restrictions do not apply to student fundraiser food and beverage sales conducted at least one half hour before the start or after the end of the school day, or to sales that occur off school premises.

Previously, electrolyte replacement beverages in up to 20-ounce portions were allowed for middle school and high school students as long as they met certain ingredient requirements. However, under the Federal Smart Snack rules, sale of these beverages is prohibited at middle schools and limited to 12 ounces at high schools. Nutrient specifications and additional resources are provided in the chart at the end of this chapter.

Laws and Regulations

The following codes and regulations relate to food and beverage sales for ASBs, other student and adult organizations, and food service/cafeteria programs.

Education Code § 35182.5

Limits the ability to sell non-nutritious foods and beverages, including soda, through exclusive or non-exclusive vending contracts. Districts must still abide by types of foods allowed to be sold and time frames for sales of non-compliant foods.

Education Code § 49431 and 49431.2

Authorizes the governing board to allow the ASB organization to sell food on school premises. This section also permits the governing board to allow other organizations, such as the PTA, to sell food on school premises.

Education Code § 49431.5

Limits sales of beverages in elementary and middle/junior high schools.

Education Code § 49432

Explains that all public schools may post a summary of nutrition and physical activity laws and regulations, and shall post the school district's nutrition and physical activity policies, in public view in all school cafeterias or other central eating areas. The State Department of Education shall develop the summary of state law and regulations.

CA Code of Regulations, Title 5, § 15500

Limits food sales in elementary schools to one item per sale and four sales per year, with additional subsidiary restrictions on the time and nature of the food being sold.

CA Code of Regulations, Title 5, § 15501

Allows ASB organizations in junior high and high schools to sell food during or after school under the conditions outlined in this regulation.

The California Department of Education maintains a comprehensive website with information related to food and beverage sales and has a variety of manuals, guidance and other resources to help educational

agencies understand the many guidelines that must be followed. The website is <http://www.cde.ca.gov/ls/nu/sn/mgmb.asp>.

The CDE's web page titled "Healthy Eating & Nutrition Education" (<http://www.cde.ca.gov/ls/nu/he/>) has a link to the department's "Competitive Foods and Beverages" page (<http://www.cde.ca.gov/ls/nu/he/compfoods.asp>), which links to a wide variety of topics related to competitive food and beverage requirements.

Parent Groups

Parent groups (e.g., booster clubs, foundations, auxiliary organizations and other parent-teacher organizations) must ensure that they follow the same food and beverage restrictions as student groups (see guidelines in this chapter) when selling to students on campus during the school day. In addition, each district's unique wellness policy may contain rules and regulations that non-student groups must follow. The number of sales that these parent groups may hold each year during the school day is also usually determined by local policy and is normally limited to four per year.

With all the state and federal regulations surrounding food and beverage sales on school campuses, it may be easier for groups to sell non-food items at fundraisers, and this is highly recommended by the California Department of Education; however, as long as all regulations, including district board policy, are followed, schools may conduct food or beverage sales.

Middle and High Schools Competitive Food Sale Guidelines

Food Restrictions	Beverage Restrictions
<p>References:</p> <p>Education Code: 49430, 49431.2, 49431.7</p> <p>California Code of Regulations: 15575, 15577, 15578</p> <p>Code of Federal Regulations sections 210.11, 220.12</p>	<p>References:</p> <p>Education Code: 49431.5</p> <p>California Code of Regulations: 15576</p> <p>Code of Federal Regulations sections 210.10, 210.11, 220.8, 220.12</p>
<p>A middle/junior high contains grades 7- 8, 7-9, & 7-10. A high school contains any of grades 10 to 12.</p> <p>Effective from midnight to one-half hour after school.</p> <p>Applies to ALL foods sold to students by any entity.</p> <p>Sold means the exchange of food for money, coupons, vouchers, or order forms, when <u>any part</u> of the exchange occurs on a school campus.</p>	<p>A middle/junior high contains grades 7-8, 7-9, & 7-10. A high school contains any of grades 10 to 12.</p> <p>Effective from midnight to one-half hour after school.</p> <p>Applies to ALL beverages sold to students by any entity.</p> <p>Sold means the exchange of beverages for money, coupons, vouchers, or order forms, when <u>any part</u> of the exchange occurs on a school campus</p>
<p>Compliant foods must meet the following criteria:</p> <ol style="list-style-type: none"> 1. Snack food items must be: <ol style="list-style-type: none"> a. ≤ 35% calories from fat (except nuts, nut butters, seeds, reduced-fat cheese, dried fruit+nut/seed combo), and b. ≤ 10% calories from saturated fat (except reduced-fat cheese, dried fruit+nut/seed combo), and c. ≤ 35% sugar by weight (except fruit*, non-fried veggies, dried fruit+nut/seed combo), and d. < 0.5 grams trans fat per serving (no exceptions), and e. ≤ 230 milligrams sodium (no exceptions), and f. ≤ 200 calories per item/container (no exceptions) <p>AND must meet one of the following</p> <ol style="list-style-type: none"> g. Be a fruit, vegetable, dairy, protein, or whole grain item** (or have one of these as the first ingredient), or h. Contain ≥ 10% DV for calcium or potassium or Vitamin D or dietary fiber (criteria applicable through 6/30/16), or i. Be a combination food containing at least ¼ cup fruit or vegetable. j. Be a combination food containing at least ¼ cup fruit or vegetable 	<p>Compliant beverages are:</p> <ol style="list-style-type: none"> 1. Fruit or Vegetable juice: <ol style="list-style-type: none"> a. ≥ 50% juice, and b. No added sweeteners c. ≤ 12 fl. oz. serving size 2. Milk: <ol style="list-style-type: none"> a. Cow's or goat's milk, and b. 1% (unflavored), nonfat (flavored, unflavored), and c. Contains Vitamins A & D, and d. ≥ 25% of the calcium Daily Value per 8 fl. oz, and e. ≤ 28 grams of total sugar per 8 fl. oz. f. ≤ 12 fl. oz. serving size 3. Non-dairy milk: <ol style="list-style-type: none"> a. Nutritionally equivalent to milk (see 7 CFR 210.10(d)(3), 220.8(i)(3)), and b. ≤ 28 grams of total sugar per 8 fl. oz, and c. ≤ 5 grams fat per 8 fl. oz. d. ≤ 12 fl. oz. serving size 4. Water: <ol style="list-style-type: none"> a. No added sweeteners b. No serving size limit

FOOD RESTRICTIONS (cont.)

If exempt food(s) combine with nonexempt foods or added fat/sugar, they must meet ALL nutrient standards above.

*Dried blueberries cranberries, cherries, tropical fruit, chopped dates or figs that contain added sugar are exempt from fat and sugar standards. Canned fruit is allowed in 100% juice only.

** A whole grain item contains:

- a. The statement "Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease..." or
- b. A whole grain as the first ingredient, or
- c. A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), or
- d. At least 51% whole grain by weight.

Noncompliant foods may be sold from one-half hour after school until midnight

Check your district's wellness policy for stricter rules.

BEVERAGE RESTRICTIONS (cont.)

5. No-calorie Electrolyte Replacement Beverages (not allowed in middle schools)
 - a. Water as first ingredient
 - b. ≤ 16.8 grams added sweetener/8 fl. oz.
 - c. ≤ 5 calories/8 fl. oz. (or ≤ 10 cal/20 fl. oz.)
 - d. 10-150 mg Na+/8 fl. oz.
 - e. 10-90 mg K+/8 fl. oz.
 - f. No added caffeine
 - g. ≤ 20 fl. oz. serving size
6. Low-calorie Electrolyte Replacement Beverages (not allowed in middle schools)
 - a. Water as first ingredient
 - b. ≤ 16.8 grams added sweetener/8 fl. oz.
 - c. ≤ 40 calories/8 fl. oz.
 - d. 10-150 mg Na+/8 fl. oz.
 - e. 10-90 mg K+/8 fl. oz.
 - f. No added caffeine
 - g. ≤ 12 fl. oz. serving size

Noncompliant beverages may be sold from one-half hour after school through midnight.

Check your district's wellness policy for stricter rules.

Middle and High School Student Organization Food Sales

Effective from midnight to one-half hour after school.

Reference: California Code of Regulations Section 15501

Applies ONLY to food and beverage sales by student organizations.

1. Up to **three categories** of foods or beverages *may* be sold each day (e.g., chips, sandwiches, juices, etc.).
2. Food or beverage item(s) must be **preapproved** by governing board of school district.
3. Only **one student organization** is allowed to sell each day.
4. Food(s) or beverage(s) **cannot** be prepared on the campus.
5. The food or beverage categories sold **cannot** be the same as the categories sold in the food service program at that school during the same school day.
6. In addition to one student organization sale each day, any and **all student organizations** may sell on the **same four designated days** per year. Dates to be determined by school administration.

CLUB ADVISOR GUIDELINES AND RESPONSIBILITIES

Club advisors must:

- Be a certificated staff member
- Ensure club application paperwork is completed and turned in by the deadline
- Be present at all club meetings, events, and fundraisers
- Ensure the club meets regularly and minutes are taken and approved, and that a copy is forwarded to the ASB student council in a timely manner
- Ensure that club officers and club members understand the school club bylaws and school policies
- Ensure that each club officer understands their duties as a club leader
- Ensure that all fundraisers are approved prior to being held
- If the club is affiliated with an outside charity or nonprofit organization that will be the beneficiary of fundraising profits, the affiliation must be approved by board of education. All publicity for the fundraiser must state the nonprofit or charity that is receiving the profit.
- Ensure all flyers and posters are approved by administration prior to being posted
- Ensure any club monetary transactions, such as membership donations or club t-shirt purchases, are collected with the advisor present. The club must record and maintain all money collected and turn in to the ASB bookkeeper. The ASB bookkeeper will set up an account for the club in the student body account. **Never have checks made payable to yourself, or to a student, and never deposit funds in your personal bank account.**

Fees and Donations

Under the law (California Constitution 1879), public schools must provide a “free and equal public education.” This means that students enrolled in public school cannot be charged fees for participation in educational activities that are part of the core program of the school. Educational activities include field trips, athletics, and extracurricular on-campus activities such as student clubs. Schools must adhere to the law and ensure that student equity in the educational process is not compromised.

Disbanded/Terminated/Inactive Clubs

Any terminated, disbanded, or inactive club must complete the club application process again during the following school year to be reinstated. No terminated, disbanded or inactive club is permitted to meet for the duration of the year in which they are terminated, disbanded or inactive. No student may claim ownership over any terminated, disbanded or inactive club at any point in time. If a club believes it has been terminated without reason, it may appeal to the administration and the school leadership class for reinstatement.



CLUB OFFICERS' DUTIES

President

- Preside over all meetings
- Plan and prepare agenda for all meetings, working closely with the club advisor
- Know the basic rules of parliamentary procedure
- Facilitate group discussions by summarizing and clarifying
- Conduct himself/herself with academic integrity and in an exemplary manner

Vice President

- Assist the president and serve in his/her absence
- Assist in planning meeting agendas
- Know the basic rules of parliamentary procedure
- Help facilitate group discussions
- Conduct himself/herself with academic integrity and in an exemplary manner

Secretary

- Notify members of upcoming meetings
- Distribute meeting agenda
- Take attendance at meetings
- Keep accurate minutes of all meetings, attach the agenda and attendance report, and keep on file
- Report minutes of previous meetings
- Handle all club correspondence
- Conduct himself/herself with academic integrity and in an exemplary manner

Club Treasurer

- Work closely with club officers and club advisor to prepare an annual budget
- Ensure all expenses are approved prior to purchasing
- Assist with fundraiser profit and loss analysis statements
- Maintain a complete and accurate record of all club receipts and disbursements
- Conduct himself/herself with academic integrity and in an exemplary manner



Petaluma High School
Associated Student Body (ASB)
Club Bylaws

Club Name: _____

School Year: _____

- I. Clubs must submit a club constitution and budget plan before the deadline set forth by the school student body administration.
- II. Clubs must hold official meetings at least once a month if funds exist in the ASB account for that club. Failure to meet for any two months over the course of the school year will result in termination of the club.
- III. Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except in the event of another school or club event.
- IV. All club meetings must be held on campus.
- V. Clubs must take minutes at all meetings, have them approved, and submit a copy of the minutes to the student body class. Failure to submit minutes regularly may lead to termination of the club.
- VI. Each club must have a minimum of six active members, excluding officers. Two-thirds of the membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- VII. Club officers must be full-time students at the school. If a part-time student wishes to be a member of a club he/she must sign a code of conduct.
- VIII. A club advisor must be a certificated staff member in the district. A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- IX. The district board of education must approve all non profit affiliated charities that will be beneficiaries of club fundraising.
- X. The only four positions considered club officers are club president, club vice president, club secretary, and club treasurer. All other titled positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.

- XI. When a club holds an election, the following, must occur:
 - A. Each active club member is allowed no more than one vote for any election.
 - B. The process of the election must be clearly established and outlined in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
 - C. If a position has an eligibility requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor. The committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution.
- XII. Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
- XIII. Two violations of any of the club bylaws will result in termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE _____ CLUB BYLAWS.

Club Name: _____

Club President Name (please print)	Club President Signature	Date
Club Vice President Name (please print)	Club Vice President Signature	Date
Club Secretary Name (please print)	Club Secretary Signature	Date
Club Treasurer Name (please print)	Club Treasurer Signature	Date
Club Advisor Name (please print)	Club Advisor Signature	Date

Petaluma High School

Club Charter Constitution _____ - _____ (school year)

We, the students of Petaluma High School, desire to **form a new club** or **renew its charter.**

- Activity Club only** **Fundraising Club (must complete a Club Budget Plan form)**

All sections of this application must be completed in order to create or renew a club.

ARTICLE I - Name, Purpose and Goals Club Bylaws form completed

Club Name: _____ Club Advisor: _____

As directly approved by the student council and indirectly by the school principal and the governing board of the Petaluma City School District this club will (explain purpose, goals and impact on school and/or community):

Is your club affiliated with an outside nonprofit or charity organization? If these organizations will be beneficiaries of club fundraising proceeds, please list the name(s) of these organizations. All beneficiaries must be approved by the district board of education.

Club Affiliations

Tentative activities/fundraiser for the year:

Activity/Fundraiser	Approximate Date

ARTICLE II - Membership

The qualifications required to become a member are:

ARTICLE III - Meetings & Guidelines

Meetings should be held at least once a month and minutes taken and forwarded to the leadership class. Our club will hold regularly scheduled lunch meetings at the following time and place:

ARTICLE IV - Club Officers and Duties

Section 1: The elected officers shall be as follows (name & email address):

President:	Vice President:	Other:
Secretary:	Treasurer:	Other:

ARTICLE V - Financial Responsibility

In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. A Club Budget Plan form, listing the expected revenue from dues, fundraisers and donations, along with the estimated expenses of the club, must be submitted.

ARTICLE VI - Club Advisor Responsibilities

Section 1: Our advisor is _____. This advisor must be a current PHS Staff Member.

Section 2: Our advisor agrees to be an active member of our club, supervising both Club Rush Zoom and overseeing our regularly scheduled club meetings.

Section 3: Our advisor agrees to fill out all forms necessary (or be responsible for them), including a finance form, and all Club Rush or Club Food Day handouts. These forms will be returned to ASB by the requested due date.

Section 4: Finance forms must be filled out at least once per year.

Section 5: We understand that following our Club Rush we are responsible for sharing our membership list with the ASB Coordinators and the Finance Coordinator.

Signature of Club President & date

Signature of Club Advisor & date

By signing this, we agree to follow this constitution. ASB has the power to postpone or cancel any club that does not abide by these rules.

FOR OFFICE USE ONLY:

APPROVED: Yes No

ASB Coordinator signature: _____ Date: _____

Principal's signature: _____ Date: _____

Petaluma High School
ASB CLUB BUDGET PLAN

CLUB NAME: _____ **SCHOOL YEAR:** _____

REVENUE

Description	Amount	Cost	Total

TOTAL ESTIMATED INCOME _____

EXPENSES

Description	Amount	Cost	Total

TOTAL ESTIMATE EXPENSES _____

ESTIMATED PROFITS _____

% PROFIT _____

Submitted and Approved By:

Student Club Representative

Club Advisor:

Date: _____

Approved By:

Principal/School Administrator:

ASB Student Council President:

Recorded in ASB Student Council Minutes on:

Approved by Business Office:

CLUB MEETING PROTOCOL

1. Call to Order:
 - President: "This meeting will now come to order"
 - Secretary: Records the time meeting was called to order for the minutes and circulates a sign-in sheet.
2. Minutes of Previous Meeting Approval:
 - Secretary: Reads minutes of previous meeting and asks for a motion to approve and a second to the motion. If there is a correction to the minutes, the motion is to "approve the minutes as corrected." Names of the motion makers must be documented in the minutes.
3. Committee/Officer Reports:
 - President: Calls upon officers and/or committee chairs for updates or information.
 - Secretary: Documents the information in the minutes.
4. Treasurer's Report (if a fundraising club):
 - Treasurer: Provides a list of approved expenditures and asks for any new requests for expenditures. The requests are voted on by the club using the motion protocol. The new request(s) are submitted to the ASB bookkeeper and administration for approval on a Request for Check/PO form.
 - Secretary: Documents expenditures, approved and new, for the minutes, noting the motion makers and the outcome of the vote.
5. Old Business:
 - President: "Is there any old business to discuss?" This is the forum for following up on previous meeting issues or events. If voting is required, the motion protocol should be used.
 - Secretary: Documents the discussion in the minutes, noting the motion makers and outcome of the vote.
6. New Business:
 - President: "Is there any new business to discuss?" This is the forum for new issues or events to be decided on. If voting is required, the motion protocol should be used.
 - Secretary: Documents the discussion in the minutes, noting the motion makers and the outcome of the vote.
7. Announcements/Presentations:
 - President: Shares any announcements or introduces any presenters to the club.
 - Secretary: Takes notes and documents in the minutes.
8. Adjournment:
 - President: "This meeting is now adjourned."
 - Secretary: Records the time of adjournment for the minutes.
9. Finalization:
 - Secretary: Club minutes should be finalized on the Club Minutes form with the sign-in sheet of members attached. A copy of Club Minutes form and sign-in sheet should be forwarded to the ASB Student Council within a week of the meeting. A copy of the Club Minutes form and sign-in sheet should also be retained on file for the club.

Instructions for Structuring Meetings

LET'S GET THE MEETING MOVING!

1. Call to Order

The meeting is called to order by the president, who rises and says, "The meeting will please come to order."

2. Roll Call

To determine if a quorum is present.

3. Minutes

The minutes of the last meeting are read, and approved if correct.

Example: The president says, "The secretary will read the minutes of the last meeting." After the reading, the president asks, "Are there any corrections or additions to these minutes?" "If not, they stand approved as read."

If there are corrections, the president informally directs corrections be made.

"The minutes are approved as corrected."

The secretary signs the minutes, "Respectfully submitted." They may be initialed by the president.

4. Reports of Officers

The president makes announcements by reading the president's report.

The secretary informs the group of any letters the group has received. Each communication should be handled by a main motion before another is read.

The treasurer reports on receipts and expenses paid. These are "received and placed on file." No vote is taken on reports "placed on file."

5. Reports of Committees

The reports of committees are called for by the president.

- Standing committees
- Special committees (temporary)

Procedure: In each case, the president calls upon the chairperson of the committee to make the report. The report is read.

After this has been done, the president says, "This report will be placed on file. Any action required in

this report will be taken care of under the proper order of business.”

6. Unfinished Business

This is any business postponed from a previous meeting. Discussion follows the motion and then a vote is taken.

7. New Business

This includes any ideas not presented previously. It is moved and discussed by the members.

Example: President states, “We are now ready for the new business of the meeting, which includes the decision about the admission fee for the party. Will someone make a motion so that we may discuss the question?”

Member says: “I move that the admission fee for the party be fifty cents.”

Second member: “I second the motion.”

President: “It has been moved and seconded that the admission fee for the party be fifty cents. Is there any discussion?” Discussion follows. One member calls “Question,” which means that the president must ask, “Are you ready for the question?” (Ready to vote). Or the president acts on personal initiative and, if there are no objections, brings the matter to a vote.

8. Announcements

Announcements are shared about committee meetings or other items of interest.

9. The Program of the Meeting

Example: Guest speaker, movie, slide presentation, etc.

10. Recap

Reminder of next steps/tasks assigned

11. Adjournment

This happens after a motion to adjourn is made and carried, (or if business is finished). The presiding officer declares the meeting adjourned.

Petaluma High School

ASB Club Minutes

Club Name: _____

Meeting Date: _____ Meeting Time: _____ Location: _____

Type of Meeting (circle one): Regular Special Other

The meeting was called to order by _____.

The meeting minutes dated _____ were read/approved (corrected/approved) on _____.

Presiding Officer: _____ Roll Call by: _____

of Members Present: _____ # of Members Absent: _____

The following purchase orders were approved (list below or attach separate list):

<i>PARF#</i>	<i>Vendor Name</i>	<i>Amount</i>	<i>Purpose of Expense</i>

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

The following invoices were submitted for payment (list below / attach separate listing):

<i>PARF#</i>	<i>Vendor Name</i>	<i>Amount</i>	<i>Purpose of Expense</i>

Motion by: _____ Second by: _____
Vote Count: _____ Number For: _____ Number Opposed: _____

Other Motions:

Motion by: _____ Second by: _____
Vote Count: _____ Number For: _____ Number Opposed: _____

Communications & Reports

Old Business: _____

New Business: _____

Unfinished Business: _____

Announcements: _____

◆◆ Meeting Attendees: *attach sign-in sheet*

Submitted by Club Secretary: _____

Signature & date

APPROVAL

ASB Club Advisor: _____

Signature & date

Forwarded to ASB Student Council on _____.

Date

Placed signed official copy in binder for official record on _____.

Date

Petaluma High School

ASB Club Meeting Sign-In Sheet

Club Name: _____

Date: _____

	<u>Print Name</u>	<u>Signature</u>	<u>Email Address</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

ASB Purchase Order Procedures

(START PROCESS EARLY – THIS CAN TAKE UP TO 3 WEEKS FROM START TO FINISH)

IMPORTANT NOTE: Quote MUST be received and pre-approved in order to open a Purchase Order (PO).

DO NOT submit an invoice.

1. Is the vendor/supplier currently in the PCS Escape System (contact Finance Office)? If not, ask the vendor if they accept Purchase Orders (PO's)?
 - A. If yes, the following information must be obtained before an order can be placed:
 - Complete Company name
 - Physical address
 - Mailing address for Payments
 - Phone # & Fax # to receive Purchase Orders
 - Email to receive Purchase Orders
 - Tax forms required - W-9 & Form 587 and Form 590
 - B. If not, you can request an Expense Reimbursement for expenses if pre-approval procedures are completed (see #4).
2. A new vendor will be created (if needed) and all purchasing information entered into the PCS Escape System.
3. Does your account have sufficient funds to make the purchase (contact Finance Office)?
4. Complete the ASB Pre-Approval Request Form (PAR) and return it with the quote (quote = quote, website cart printout, estimate, flier) – NOT an invoice, showing amount to be paid, along with all New Vendor information, if required, to the Finance Office who will have the Principal review for approval. PAR must be signed and listed on Minutes and approved before purchase is made.

****QUOTE & INVOICE MUST BE ATTENTION TO YOU, DEPT, C/O PHS, AND ITEMS DELIVERED TO PHS OR REIMBURSEMENT MAY BE DENIED.****

5. If the PAR is approved a PO will be created. When the order is received, the invoice will be requested (if not already received) and paid unless it is a reimbursement.
6. **Expense Reimbursements** - Complete *ASB Expense Reimbursement* form and attach original receipts for review, approval and payment. Receipts must be submitted within 30 days of the expense date or in the current school year, whichever is the closer date.

Finance Office Contact Information --- Veronica Leach

Petaluma High School • 201 Fair Street • Petaluma, CA 94952 • (707) 778-4655 • vleach@petk12.org

Petaluma City Schools - ASB PRE-APPROVAL REQUEST (PAR)

Name of ASB Club: _____ Date: _____ Acct. #: _____
Name of Advisor: _____
Purpose/Need for Purchase: _____

**** include club roster and agenda ****

Order Received
Minutes Approved/Recorded

PRE-APPROVED / CHECK AMOUNT: \$ _____

APPROVALS:

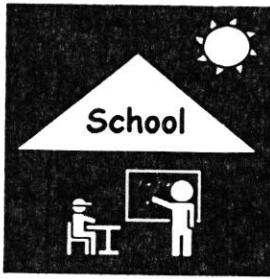
Student Officer Signature & _____
Print Name: _____
Advisor/Club Signature & _____
Print Name: _____
Principal/AP Approval: _____ (Type Name Here)

CHECK REQUEST:

Make Check Payable to: _____
Address: _____
City, State, ZIP: _____

SPECIAL INSTRUCTIONS: Mail: _____ Hold for pickup: _____ by: _____
Place in Advisor/Recipient's Box: _____

Office Use Only
PARF#: _____
PARF Date: _____
Ck#: _____
Ck Date: _____
Signature: _____



CLUB DONATION COLLECTION PROCEDURE

Although a membership, or any other kind of payment, cannot be required under the law from students enrolled in public school, a club may request a donation. All requests must clearly state that the donation is not required for participation in the club or club activities. All donations must be collected during a club meeting with the club advisor present. Students must never collect money outside of a supervised club meeting. (Refer to the FCMAT *Associated Student Body Accounting Manual*, *Fraud Prevention Guide*, and *Desk Reference* for more detailed information)

PROCEDURE

1. Any requests for donations should be made in the form of a letter or email that can be sent home to parents explaining the reason for the request.
 - a. Request should have a deadline for submission
 - b. Club members should be instructed to bring the donation to a club meeting
 - c. All donation requests must be in compliance with district rules and policies (i.e. some may require principal approval prior to being sent out)
2. All donations must be documented on a spreadsheet by member name. Donations should be balanced to the spreadsheet and forwarded to the ASB bookkeeper in a timely manner.
3. The ASB bookkeeper will deposit the donations in the club's student body account.

Petaluma City Schools ASB Cash Count & Deposit Form

Name of Club: _____ Acct #: _____ Date: _____

Activity/Purpose? _____

Date of Fundraiser Approval (in Minutes): _____ Date of Site Admin Approval: _____

<u>COUNT</u>	<u>CASH</u>	<u>TOTAL</u>
_____	x \$1.00 =	_____
_____	x \$5.00 =	_____
_____	x \$10.00 =	_____
_____	x \$20.00 =	_____
_____	x \$50.00 =	_____
_____	x \$100.00 =	_____
TOTAL CASH \$		_____

<u>COUNT</u>	<u>COIN</u>	<u>TOTAL</u>
_____	x .01 =	_____
_____	x .05 =	_____
_____	x .10 =	_____
_____	x .25 =	_____
_____	x .50 =	_____
_____	x 1.00 =	_____
TOTAL COIN \$		_____

CHECK SUMMARY (attach add'l sheet if necessary)

<u># of cks</u>	<u>amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL :	

TOTAL CASH \$ _____
 TOTAL COIN \$ _____
 TOTAL CHECKS \$ _____
 Total Collected \$ _____
 Subtract _____
 cash box seed \$ _____
 TOTAL DEPOSIT \$ _____

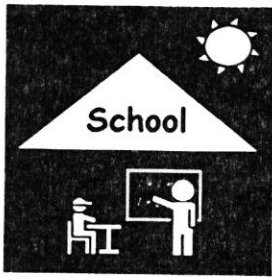
Signature #1 _____
(Student Officer Signature) (Print Name)

Signature #2 _____
(ASB/Club Coordinator Signature) (Print Name)

(Principal/Designee Signature) (Print Name)

Cash Box #: _____

<small>(For Office Use Only)</small>				
<u>Total Deposit</u>	<u>Receipt #</u>	<u>Date given to Office</u>	<u>Bookkeeper Initials</u>	<u>Date taken to Bank</u>
_____	_____	_____	_____	_____



FUNDRAISER PROCEDURE

Fundraisers must be approved by the school administration before they are held. Administrators will consider appropriateness, safety, and compliance with Education Code when reviewing and approving fundraisers. (Refer to the FCMAT *Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

TYPICALLY ALLOWED FUNDRAISING EVENTS

- Concession/Food Sales (Refer to the FCMAT *ASB Manual* for nutrition regulations)
- Entertainment
- Advertising
- Publications
- School Logo items
- Tournaments
- Car Washes
- Book Fairs

UNALLOWABLE FUNDRAISING EVENTS

- Raffles or games of chance
- Activities that pose liability, safety or risk concerns such as,
 - Mechanical or animal rides
 - Use of darts or arrows
 - Objects thrown at people

PROCEDURE

1. Complete a Club Event/Fundraiser Approval form and a Fundraiser Budget form. The Club Event/Fundraiser Approval form must be signed by a club representative and the club advisor and approved in the club minutes.
 - a. Forward the completed Club Event/Fundraiser Approval form and Fundraiser Budget form to the ASB bookkeeper.
 - b. After the fundraiser is reviewed by administration, the club advisor will be notified whether the event was approved or not.
 - c. If the fundraiser is approved, the Cash Control for Fundraisers procedure (see below) must be followed.

Petaluma High School

Request for Fundraiser Approval Including Revenue Projection

Date form completed: _____

**Note: Completed Fundraising Budget Plan versus Actual Statement form is due two weeks after close of activity / event fundraiser.*

Club Name: _____

Club Contact: _____

PROPOSED ACTIVITY & DATE:

Description of fundraiser: _____

Location of Proposed Activity: _____

Time of activity: _____

Status of Event (circle one): New Event Held Previously

Dates: _____

Budget section of the Budget vs Actual Statement* form completed?

Yes (attach copy) No

Other background information (such as other schools / clubs that have held similar events):

Items to be sold: _____

Cash box / Tickets required? Yes No

Ticket selling price: _____

Number of items purchased for sale: _____ @ \$ _____ each = \$ _____

ASB Purchase Order(s) required? Yes No

How much income is anticipated? \$ _____

How much expense is anticipated? \$ _____

How will the profit be used? _____

Request for Fundraiser Approval Including Revenue Projection (cont)

SUBMITTED BY:

Student Club Rep (signature / date):

Club Advisor (signature / date):

ASB Recommendation:

Yes

No

APPROVALS:

ASB President (signature / date):

ASB Advisor (signature / date):

Principal/School Admin (signature / date):

Recorded in ASB Student Council Minutes on (date):

Reason for denial, if applicable:

PETALUMA HIGH SCHOOL ASB

Fundraising Budget (Revenue Potential) vs Actual Statement

*Note: This completed form is due two weeks after close of activity / event fundraiser.

Date form completed: _____

Club Name & Contact Person: _____

Name & Date of Event / Activity: _____

EXPECTED REVENUE

BUDGET

ACTUAL

DIFFERENCE

(pre-event)

(post event)

REVENUE:

Sales quantity x Sales price

\$	\$	\$
----	----	----

Donations, Sales of ads, etc.

\$	\$	\$
----	----	----

TOTAL REVENUE (A)

\$	\$	\$
----	----	----

EXPENSES:

Product quantity x Cost
(per invoice)

\$	\$	\$
----	----	----

Freight

\$	\$	\$
----	----	----

Advertising

\$	\$	\$
----	----	----

Other

\$	\$	\$
----	----	----

TOTAL EXPENSES (B)

\$	\$	\$
----	----	----

OTHER EXPENSES

Items Donated or Given as Prizes -
Quantity x Cost

\$	\$	\$
----	----	----

Other

\$	\$	\$
----	----	----

TOTAL OTHER EXPENSES (C)

\$	\$	\$
----	----	----

TOTAL PROFIT (A-B-C)

\$	\$	\$
----	----	----

1. complete budget column, 2. submit copy of this form with Request for Fundraiser Approval to ASB.

approvals on reverse side

Fundraising Budget (Revenue Potential) vs Actual Statement (cont)

Vendors To Be Used-PO Required (attach separate sheet, if needed)	Amount Needed	Purpose
1.		
2.		
3.		

SUBMITTED BY:

Student Club Rep (signature / date):

Club Advisor (signature / date):

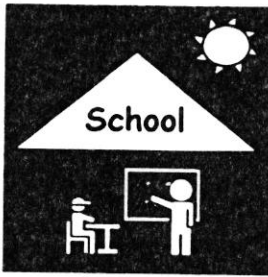
APPROVALS:

ASB President (signature / date):

ASB Advisor (signature / date):

Principal/School Admin (signature / date):

Recorded in ASB Student Council Minutes on (date):



CASH CONTROL FOR FUNDRAISERS

A cash box must be requested if cash will be accepted at a fundraiser, and it must be under the control of an adult at all times. Sound cash control procedures are essential from the time cash is collected until it is deposited in the bank. This not only deters fraud, but protects all parties from accusations of wrongdoing. (Refer to the FCMAT *Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

PROCEDURE

1. Cash box request should be made to the ASB bookkeeper at least 24 hours before a fundraising event:
 - a. Request for Cash Box form is completed by the ASB bookkeeper once received
 - b. Cash is verified by both the ASB bookkeeper and the club advisor prior to releasing box
 - c. White and yellow copies of the form are placed in the cash box
 - d. The pink copy is retained by the ASB bookkeeper
2. During the event, at least two people should control cash sales using one of the following cash control documents:
 - a. Tally Sheet
 - Tally items as they are sold
 - Total sales on sheet
 - Count cash and complete Request for Cash Box form
 - Total sales and cash must balance
 - b. Ticket Sales Report
 - Write in beginning ticket number and ending ticket number for each pricing level of tickets
 - Calculate the total ticket sales on form
 - Count cash and complete Request for Cash Box form
 - Total ticket sales and total profit cash must balance on the form
3. If the fundraiser is a multiple-day event, a Cash Reconciliation form must be used at the end of each day. The cash must be counted by two people at the end of each day, and then recounted at the beginning of the next day. The two totals should match. On the last day of the event, the Cash Box form should be used for the final count.
4. The cash box should be returned to the ASB bookkeeper in a timely manner
 - Cash is verified by ASB bookkeeper and the advisor, and a receipt is given to the advisor
 - ASB bookkeeper deposits money in the student body club account

Request for Petty Cash and/or Cash Boxes

<input type="checkbox"/>	ASB
<input type="checkbox"/>	DEPARTMENT
<input type="checkbox"/>	ATHLETICS

Date of Request: _____

Date Needed: _____

Club/Department Name: _____ Acct. #: _____

Purpose: _____

Amount Needed: _____ # of cash boxes: _____

Denominations: _____

_____ x 1.00 = _____ x 10.00 = _____

_____ x 5.00 = _____ Other = _____

Advisor Approval: _____
(print & sign name)

Date Funds Returned: _____
(print & sign name)

Petaluma High School / Ticket Sales Report

Event: _____ Date: _____

Person(s) Selling Tickets (print): _____ Administrator: _____

ADULT TICKETS

Ticket Color _____
 Ticket Price: **\$10.00**
 Ending Ticket #: A
 Beginning Ticket #: B
 # of Tickets Sold: C
 (A minus B)

TOTAL Adult Tickets

of Tickets Sold: _____
 Times Price of Tickets **X \$10.00**

Equals Adult Total Sales \$

Seniors / Boosters / Students w/o ASB Card

Ticket Color _____
 Ticket Price: **\$5.00**
 Ending Ticket #: A
 Beginning Ticket #: B
 # of Tickets Sold: C
 (A minus B)

TOTAL Seniors / Boosters / Students w/o ASB Card Tickets

of Tickets Sold: _____
 Times Price of Tickets **X \$5.00**

Equals Senior / Booster / Student Total Sales \$

STARTING CASH	Number	Dollar Amount
\$100 Bills		
\$50 Bills		
\$20 Bills		
\$10 Bills		
\$5 Bills		
\$1 Bills		
Silver Dollars		
Half Dollars		
Quarters		
Dimes		
Nickels		
Pennies		
Total STARTING Cash		

ENDING CASH	Number	Dollar Amount
Personal Checks		
\$100 Bills		
\$50 Bills		
\$20 Bills		
\$10 Bills		
\$5 Bills		
\$1 Bills		
Silver Dollars		
Half Dollars		
Quarters		
Dimes		
Nickels		
Pennies		
Total ENDING Cash		

Adult Total Sales: \$ _____
 Sr./Booster/Stu. Total Sales: \$ _____
TOTAL TICKET SALES \$

Total Ending Cash: \$ _____
 Subtract Starting Cash: \$ _____
 Total Net Cash: \$ _____

 Total Net Cash: \$ _____
Subtract TOTAL TICKET SALES \$

 Signature of Person Tending Cash

 Signature of Person Tending Cash
 Date: _____ Report # _____
 GoFan Event # _____

Cash Overage or Shortage: \$ _____
 GoFan Ticket Revenue \$ _____
 Total Deposit \$ _____

Petaluma High School

Sales Record without Tickets

(used in conjunction with Record of Sales - Tally Sheet form)

Activity: _____

Date: _____

CASH COUNT

	<u>Starting Amount</u>	<u>Currency Count</u>		<u>Ending Amount</u>
\$100 bills	_____	_____	x 100.00	_____
\$50 bills	_____	_____	x 50.00	_____
\$20 bills	_____	_____	x 20.00	_____
\$10 bills	_____	_____	x 10.00	_____
\$5 bills	_____	_____	x 5.00	_____
\$2 bills	_____	_____	x 2.00	_____
\$1 bills	_____	_____	x 1.00	_____
Silver dollars	_____	_____	x 1.00	_____
Half dollars	_____	_____	x 0.50	_____
Quarter	_____	_____	x 0.25	_____
Dimes	_____	_____	x 0.10	_____
Nickels	_____	_____	x 0.05	_____
Pennies	_____	_____	x 0.01	_____
TOTAL:	_____		Checks	_____

TOTAL at end of sale: _____

Less starting amount: _____

Total net cash from sale: _____

Signature of person tending cash

Print name

Tally Sheets for Cash Transactions

Collection Date: _____

Cash Box #: _____

EVENT: _____

STUDENT NAMES

Cashier: _____ Tally Taker: _____ Ticket Distributor: _____

Collections - CASH		TOTAL
\$1.00		\$
\$2.00		\$
\$5.00		\$
\$10.00		\$
\$20.00		\$
\$50.00		\$
\$100.00		\$
TOTAL CASH		\$ A

Collections - COIN		TOTAL
¢.01		\$
¢.05		¢
¢.10		¢
¢.25		¢
¢.50		¢
¢1.00		¢
TOTAL COIN		\$ B

Refunds - CASH	TOTAL
\$1.00	\$
\$2.00	\$
\$5.00	\$
\$10.00	\$
\$20.00	\$
\$50.00	\$
\$100.00	\$
TOTAL REFUNDS	\$ C

Total Collected	
TOTAL CASH	\$ A
TOTAL COIN	\$ B
Subtract Total Refunds	\$ -- C
TOTAL CHECKS	\$ D

GRAND TOTAL: \$ _____

Number of Checks collected:	_____
Total amount of checks:	\$ D

5-STAR USED : Y / N
(Attach list)

*ATTACH CALCULATOR TAPE WITH TOTALS TO THIS FORM.

Ticket # End:	Ticket # Start:	Total Tickets Sold:	Price of Tickets:	Total \$ Collected:
_____	_____	_____	_____	_____
-	=	x	(cash, coin, checks)	

Petaluma High School
ASB Expense Reimbursement

(original receipts must be attached)

Date: _____

Name of Club: _____

PO#: _____

Purpose: _____

Check payable to (Name)*: _____

Address: _____

Phone: _____

Email Address: _____

List of Receipts (Must be original, itemized receipts without any personal items.) **Amount**

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Signature: _____

**All orders must be delivered to PHS. Any online receipts must have your name and the last 4 numbers of your credit card in the billing information in order for you to be reimbursed.*

APPROVALS:

Student Officer: _____

Club Advisor: _____

Principal: _____

Office Use Only

Received By: _____

Date: _____

Name of LEA Petaluma City Schools

Year Ended 6/30/8

Name of School _____

Date _____

___ ASB Financial Statements (income/expense report & balance sheet) are not prepared by the bookkeeper

___ ASB Financial Statements are not submitted to District office on a regular basis for review

___ A budget is not prepared or adopted by Student Council.

___ Clubs or trust accounts are not appropriate. List clubs: _____

___ Lack of segregation of duties. Describe: _____

___ ASB bookkeeper is a signer on the account and there is no compensating control in place (i.e.: no access to the account)

___ There is no additional review of the bank reconciliation by a third party (i.e.: principal, advisor)

___ Other: _____

___ Bank reconciliations are not prepared or are not timely. Details: _____

___ Student store inventories are not taken on a regular basis. Indicate current frequency: _____

___ Independent contractor information (W-9) is not obtained.

___ Cash receipt documentation was not adequate. List activity & missing items (i.e.: Car Wash - No tally sheets)

___ Revenue potentials are not prepared.

___ Bank deposits are not made timely. (document details) _____

___ Bank deposit slips cannot be reconciled to cash receipts.

___ Physical safeguards over cash are inadequate:

___ Cash pending deposit is not stored in a safe or physically secured.

___ The safe was found to be kept unlocked during the day.

___ Several persons have access to the safe.

___ Other: _____

___ Proper approvals are not obtained for cash disbursements. Indicate missing approvals:

___ District representative

___ ASB advisor

___ Student representative

___ Expenses were not approved before they were incurred. Quantify: ___ of ___

___ Evidence of receipt of goods is lacking.

___ Expenses lack appropriate supporting documentation.

___ Questionable or inappropriate expenses were made. Date, payee, amount: _____

___ Checks lacked required signature. Document whose signature was missing: _____

___ Other: _____

Auditor _____

Date _____

ASB Clerk _____

School Administrator _____