



Monterey Trail High School
Associated Student Body

2021-2022

Accounting Handbook

A step-by-step guide for
ASB Club Advisors, Athletic Team Coaches
and Student Representatives

This handbook was created using guidelines by the California Fiscal Crisis and Management Assistance Team (FCMAT) and Elk Grove Unified School District's guidelines and board policies.

Accounting Handbook

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Welcome

Welcome to the 2021-2022 school year. Please take time to familiarize yourself with the policies and procedures our school will follow for all ASB accounts.

Meetings

ASB clubs and classes are required to meet regularly in order to develop their annual budget and approve all spending. Minutes should be taken during these meetings, in particular any meeting where financial matters are discussed and/or approved. Minutes must include all approved spending and fundraising, and require the signature of club officers and the club advisor. Minute books should be held for review as the ASB account is subject to district and state auditing. This also provides incoming members with important history of the ASB club and its account.

Budgets

Clubs, classes and teams must submit a budget annually. The budget period represented is July 1-June 30 for that particular school year. A copy of the previous year's final statement, which includes all income and expenses, can assist with this process.

Purchase Requests/Purchase Orders

Once a budget is approved, Purchase Requests may be submitted for consideration and approval. Purchase Requests are the mechanism in place that provide legally required prior approval for all ordering/spending from an ASB account. Once a Purchase Request is approved by the three required parties (Student Council, Activities Director and Principal), the Site Controller assigns a PO number which provides the account with approval to spend. Only *after* that PO number is assigned may spending take place!

A few important reminders:

- **Shipping to Site.** All orders must be shipped to the school site. Failure to ship items to the site may result in non-payment/reimbursement.
- **Single Items Valued over \$500.** Any order for a **single** item/piece of equipment valued over \$500 must be submitted through EGUSD's purchasing system in order for the item to be asset-tagged by the district. This requires a formal quote attached to the Purchase Request. The Purchase Request is to be made out to EGUSD as the vendor. Once the item arrives, EGUSD will subsequently bill the class/club/team.
- **Awards/Recognition.** All awards and recognition must align with EGUSD's board policy. In addition, all purchases of awards/recognition require a separate PO with clearly defined expense estimates and a description of what will be purchased/awarded. Gifts of any type are not permitted with ASB funds.
- **Services/Rentals.** All expenses for services* and rentals require an individual PO with a copy of the vendor's W-9 attached. *Please note: Any individual who instructs, coaches or teaches must be an EGUSD employee, and may not be paid directly by ASB.

- **Contracts.** The only individual who may sign contracts on behalf of an ASB Club, Team or Class is the principal. Under no circumstances may a student, parent, advisor or coach sign any type of contract representing Monterey Trail High School.
- **Actual Expense is Greater than Prior Approval Amount.** If the actual expense is greater than 10% of the prior approved amount listed on the Purchase Request Form and subsequent PO, the PO must be *modified* and increased by the additional amount needed. This requires prior approval and is submitted using the same Purchase Request Form by checking the PO Modification box.

PO Approval Meetings

The ASB Student Council meets weekly to review all submitted Purchase Requests. An approved budget must be on file in order for any request to be approved. Please ensure proper planning takes place by submitting a Budget and Purchase Requests well in advance of any spending.

Check/Payment Requests

A check may only be issued when there is an approved PO in place. When a check is needed to pay an invoice for a received order or for reimbursement of purchased goods, a Check Request is completed and submitted to the Site Controller’s mailbox. The original invoice and/or receipts must be stapled to the request. While great effort is made to issue checks weekly, please allow up to ten business days and plan accordingly.

Emergency Check/Reimbursement Requests

When an emergency arises that requires an individual to make an emergency purchase without a PO in place, a reimbursement can be requested using the “Emergency Check/Reimbursement Request”. An emergency is when an expense **could not have been foreseen** and is **critical** in nature. The ASB has no obligation to approve a reimbursement but will consider the request on a case-by-case basis.

Deposits

There are three different ways in which income is deposited into an ASB account: the Student Store, the Webstore, or through a Safe Drop.

Student Store and/or Webstore

Spirit Apparel and Items
Field Trip Fees
Activity/Event Tickets
Athletic Team Spirit Packages
Camp Fees

Safe Drop

Activity/Event Door Ticket Sales
Athletic Entry Gate Sales
Concession Stands and Snack Bars
Outside Fundraising w/All Backup

Student Store/Webstore

Whenever possible, the Webstore should be utilized for payments. This provides students and families with 24-7 online access, making it very easy for payments to be processed from home. Student Store hours and staffing are pending at this time.

Please note: there are processing fees associated with credit card payments both through the Webstore and through the Student Store. Those fees will be passed along to your club or team account; therefore, prices should be adjusted accordingly to absorb these fees. Generally speaking, your sales price should be increase by 5.5% to cover this expense.

There are two methods in which to set up an item for sale in the Student Store/Webstore:

- **Selling Something as a Fundraiser.** When the item being sold is earning a profit it is considered a fundraiser. The Fundraiser Authorization Form is submitted to the ASB mailbox for approval by Student Council, the Activities Director and the Principal. The form includes a section for adding items for sale in the Student Store. Allow up to two weeks for full approval and processing.
- **Selling Something at Cost.** When the item is not earning a profit, the Student Store/Webstore Item Set-Up form must be completed and submitted to the Site Controller. Allow three days for processing.

Safe Drop Deposits

An exception to selling items through the Student Store/Webstore is an event/activity where tickets and/or concessions/snacks are sold. In those cases, proper records must be kept documenting all sales. Numbered tickets are recommended for ticket sales, and a beginning and ending inventory count or tally sheet is recommended for concession sales. A Ticket Sales Report and/or a Concession Sales Report must be completed and submitted with these deposits.

The deposit must be counted and deposited into the Site Controller's safe **immediately following the event.** Under no circumstances are proceeds to leave campus, be left in a classroom, or given to someone for safekeeping.

Snack Bars and Concession Stands

- All deposits for snack bars and concessions must include some sort of tracking backup. This can be a tally sheet or a starting and ending inventory sheet. Ideally the deposit should match the value of sales reported. Any variances must be reported and explained.
- 100% of snack bar/concession proceeds must be deposited! Snack bar proceeds may not be used to reimburse and/or purchase snack bar items!
- Deposits may not leave the school site, and must be dropped in the Site Controller's safe immediately following the event.

Fundraising

A Fundraiser Authorization Form is required for all fundraising activities, with a clear description of how the raised funds will be utilized. When possible, it is recommended that fundraisers be conducted that don't require cash handling. Many fundraising companies are now using online platforms!

When selling a tangible item, the Student Store/Webstore must be utilized for payment processing. Cash should never be collected on campus or in classrooms!

Charitable Giving

ASB clubs are set up to benefit the students on the campus. Clubs sometimes want to make

charitable giving an aspect of their purpose, which is permitted within ASB as long as it is not the main purpose of the club. There are specific requirements:

- A Fundraiser Authorization Form must be submitted and approved with a copy of the charity's w-9 attached indicating the charity is a legitimate 501(c)(3).
- All collected funds are deposited into a clearing account (charitable donation income may not be comingled with the regular club account).
- Any fundraising activities that benefits the charity must be clearly advertised as such.
- The entire balance of the charitable donation income must be donated to the charity at the conclusion of the drive.

Forms

With the exception of the 3-Part Deposit Form, all ASB forms are available in Public Folders for Advisors and Coaches to access, print and complete.

- Purchase Request
- Fundraiser Authorization Form
- Check Request Form
- Budget Worksheet
- Student Store Set-Up Form
- Ticket Sales Report Form
- Snack Bar Sales Report Form
- Minutes Template Form
- Cash/Change Box Request
- Emergency Purchase/Request Form

Site Controller's Office

For any questions regarding ASB accounting practices and procedures, please feel free to email the Site Controller (mallison@egusd.net) or visit the Site Controller's Window which is open daily after school.



2021-2022

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Acknowledgement

As a member of the Monterey Trail High School ASB, I/we acknowledge receipt of the 2021-2022 Accounting Handbook. I/we understand the information provided and will adhere to the policies and procedures set forth.

Club / Class / Team Name _____

Signed: _____ day of _____, 20__.

Advisor/Coach Signature: _____

ASB Club/Class Officer Signatures: President _____

Vice President _____

Treasurer _____

Secretary _____