

## ASB FINANCE FUNDAMENTALS

### Canyon Crest Academy

Student organizations that raise and spend money on behalf of students are called Associated Student Body ("ASB") organizations. This includes athletic teams that have filed the appropriate paperwork with the ASB Director allowing them to act as ASB clubs and have ASB financial accounts.\*

\*ASB FUNDS ARE COMPLETELY SEPARATE FROM FOUNDATION FUNDS

#### Getting Started

- Club application paperwork must be turned in to the ASB Director at the beginning of **EACH** school year if the club wishes to set up and access an ASB financial account.
- Check the ASB website (Clubs section) for instructions and forms: [www.ccaasb.com](http://www.ccaasb.com)

#### How to Make Money for Your Club

- Plan a fundraiser
  - 1) Vote on and approve as a group. Record the vote on a [Meeting Minutes form](#).
  - 2) Submit an [Event Form](#) to the ASB Director (ASB Room)
- If you are selling something, submit a [Cash Box Request Form](#) to the Finance Office.
- During the event, you **MUST** use a cash control method to keep track of sales (pre-numbered tickets, receipts, or tally sheets). The cash control supplies will be included in the cash box.
- Do NOT take money out of the cash box to reimburse yourself for expenses. All the cash must remain intact for deposit and for the complete audit trail.
- The only way to spend ASB account funds is to submit a PO Request form (discussed in next section).
- After the event, return everything to Finance Office ASAP.
- Do NOT deposit the funds into your personal account and write a check back to ASB.
- ASB is audited and has to be able to show we are complying with regulations which includes filling out the forms as directed.

**Note:** ASB will assess a 2% fee on all fundraising to help cover costs (your club may have access to ASB class supplies such as poster paper, ink, tape, etc. in order to promote and execute the event).

#### How to Spend the Money in Your Club Account

- The money belongs to the **STUDENTS**, so the **STUDENTS** have to decide how to spend it.
- Vote on and approve any expenditures as a group. Record the vote on a [Meeting Minutes form](#).
- Submit a [Purchase Order Request Form](#) and the Meeting Minutes form to the Finance Office.
- The ASB Student Council and Administrators review requests once a week.
- After approval, the Bookkeeper will place a hard copy of the PO in the Advisor's mailbox.\*\*  
\*\*ONLY **AFTER** APPROVAL CAN THE PURCHASE BE MADE OR ORDER PLACED
- After purchase, submit **ORIGINAL** receipts to the Finance Office for reimbursement, OR
- After ordering from vendor, submit invoice to Finance Office for payment on invoice.
- WE CAN'T REIMBURSE PEOPLE FOR PURCHASES THAT WERE NOT PRE-APPROVED. WE CAN'T PAY INVOICES THAT WERE NOT PRE-APPROVED. (Ed. Code section 48933(b)).
- Please make sure parents involved in fundraising and spending money know the rules.
- Please refer them to the Finance Office or the ASB website if they have questions.

#### Contacts:

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In the ASB Room

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