

# ASB Bookkeeping Guidelines

## Cash Deposits

- Deposit all monies nightly.
- Count money and fill out deposit slip, place money in sealed envelope.
- Clearly communicate to students/parent how fundraised money will be spent.
- No comingling of funds between ASB accounts and district money.
- No outside bank accounts.
- **No expenses paid from funds intended for deposit.**
- Coaches/Advisors give receipts for all incoming funds.
- Coaches/Advisors keep individual ledgers on each student.
- Copies of the student account ledgers must be given to the Bookkeeper a minimum of once a year.
- If student drops the club the funds will stay with that club or transferred to another club.
- All money in their individual student account will revert back to the club upon graduation.
- If a business requests a Tax ID number for donations, Tax ID number will be furnished after the donation. Coaches/Advisor/Students create a thank you letter which includes the Tax ID number and to keep a copy for your records. (See attached examples)
- Do not assign a monetary amount on donated non-cash items.
- All student body accounts must have a positive balance at all times.
- All field trips must be approved and student funds collected prior to trip date.

## Purchase Orders

- Coach/Advisor/Individual making the expenditure or receiving the check is to be listed as the Vendor on the PO.
- All receipts must show what items were purchased, and that the item was paid for. Two receipts need to be **requested** for restaurant receipts.
- Online purchases also must include proof of delivery. (packing slip)
- Purchase Orders will not be processed without a quote or print out attached, showing **what items will be purchased**. Then a Purchase Order number will be assigned.
- All purchases over \$5,000.00 **MUST** have a quote.
- **ASB checks cannot be issued for labor or services.** Only products can be purchased through ASB accounts.
- If labor or services are involved, then an Independent Contractor form and W-9 must be completed and the payment is run through the District Office. This process can take up to 2 weeks, so plan ahead if a check is needed on a specific date. A purchase requisition must be filled out to pay the vendor and a Purchase Order must be filled out to pay the District.
- **You must speak with bookkeeper PRIOR to hiring any person or vendor for labor or a service.**
- Refunds will be processed within 30 days. If the student owes fees, that amount will be withheld from the refund.

## Checks/Reimbursements

- Checks are issued after a purchase order is turned in with appropriate back up attached (**receipt/quote/invoice**) and the PO has been approved by Mr. Porterfield or Mr. Child.
- Checks are cut once a week on Thursday and usually passed out on Fridays.

- Purchase orders must be turned in by Wednesday at noon in order to be in that week's check run.
- All reimbursement requests shall be submitted to the bookkeeper within **thirty (30)** calendar days of the expenditure.
- Original receipts (**not photo copies**) must be attached to purchase order requests.
- Initial and date all receipts and invoices.
- Personal credit cards are allowed for small purchases only and must have a detailed receipt showing what was purchased.
- No alcohol to be purchased with ASB funds.
- Personal vs business purchases must be on separate receipts.
- All invoices must have a detail of items purchased.
- Reimbursement for meals will follow the current district guidelines as follows: Breakfast \$10.00, Lunch \$19.00 and Dinner \$28.00.
- Gift certificates for volunteers are allowed up to \$25.00 per district policy. The name of the recipient must be listed on the Purchase Order.
- Items purchased as a thank you should not be more than \$25.00. The name of the recipient must be listed on the Purchase Order.
- Pay invoices within the terms, usually net 30.

## **District Credit Card Usage**

- Airlines and Hotels often only accept credit cards or e-checks as payment. We are not able to process e-checks.
- Large credit card purchases will need to be run through the district credit card.
- Student funded money must be collected and deposited into the ASB account 2 weeks prior to the credit card payment deadline.
- A Credit Card request form must be filled out to pay the vendor.
- A Purchase Order must be created to pay the District Office.
- The ASB check must accompany the credit card request form.

- At this point the District Office will call in the credit card payment.

## **Adding Fees to Student Accounts**

- Fees can be added to student accounts for **district** property after due diligence has been done to collect the fees. Coaches/Advisors are asked to do the following:
  - 1) Talk to student 2) Talk to parent 3) Mail a letter home 4) Give list to bookkeeper.
  - Include each item being charged to student account and the purchase price of each item.
  - Also include the dates parties were spoken to and a copy of the letter that was sent home.

### ASB Bookkeeping Guidelines

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Teacher/Advisor/Coach Signature

Printed Name

Date