



OFFICE OF THE INTERNAL AUDITOR

LIST OF FUNDRAISERS/EXPENDITURES FOR ASSOCIATED STUDENT BODY ORGANIZATIONS

FUNDRAISERS:

All fundraisers not on this list must first be approved by the Board of Trustees and then the Principal, Assistant Principal-Student Activities/ASB Advisor and the ASB student council.

Activities:

Athletics (CIF sanctioned)
Class Olympics/Class Athletic Competitions)
Entertainment (Gradnite, Dances, Visual & Performing Arts, Movie Nights)
Fairs (e.g., Food, Book)
Field Trips (Non-educationally related)
Fun Run
Garage and Rummage Sales
Gift Wrapping
Holiday Sale Events (e.g., Valentine's Day, Mother's Day)
Photo Booth
Volunteer Events (e.g., Sleep Train)

Contracts:

*Photos
*Senior Portraits
*Yearbook

*Pending RFP for one company

Cards/Discount Books:

Coupon Books
Discount Cards
Season Ticket/Spirit Cards

Food:

Candy Sales (following nutrition guidelines)
Concessions
Cookie Dough (following nutrition guidelines)
Pennies for Pasta
Restaurant Fundraiser (ASB/club receives a percentage of sales)
Vending Machines – sales to adult staff only

On-line Fundraising*:

Snap Raise – must use District approved permission slips

Go Fund Me - must receive prior approval from CFO's office

*District is working on Request for Proposal.

Other:

Advertising (must be approved by Districts legal department)

- Marquee messages (e.g., shout-outs, announcer messages, song requests)

Allowable non-profit fundraising 501(c)(3) (e.g., American Red Cross, Salvation Army, PETA)

Each non-profit organization that students wish to assist require the Board of Trustees to approve the activity of the fundraiser, for example, students may fundraise to help the American Red Cross but must have Board of Trustees approval for the activity (such as Katrina victims).

Donations

Students may petition the Board of Trustees and obtain approval for specific donations to charities or other worthy causes

Facilities Fees (ASB portion)

Magazine Subscription

Recycling

School Gear (Merchandise e.g., lanyards)

Store Sales (Athletic Gear, Locks)

Consideration for fundraisers not on this list requires prior approval of the Board of Trustees.

EXPENDITURES:

All expenditures not on this list must first be approved by the Board of Trustees and then the Principal, Assistant Principal-Student Activities/ASB Advisor and the ASB student council.

All expenses incurred while performing the above listed fundraisers

Academic Decathlon

Academic League

AP Exams

Assembly awards

Athletics – Officials, uniforms, safety equipment, miscellaneous equipment, certificates, security, patches, awards, athletic packets, rooster buses, CIF entry fees, transportation, tournament fees, competition fees

Band uniforms

California School Federation (CSF) sashes

Concessions

Conferences – ASB related (e.g., CADA, Adelante Mujer, ASB Camp)

Copyright purchases (music/plays/choreography)

Costs associated with staffing and site expenses for events where the district incurs additional costs
Eighth grade promotion celebration
Entertainment Costs (DJs, bands, decorations, fireworks, security and police)
Equipment for ASB (refrigerator, microwave, coffee maker)
Field Trip Insurance
Gradnite
Graduation – security, canopy, sound, flowers/plants, table cloths, printing
Guest speakers
Incentives (pizza party, ice cream social, etc.)
Intramural sports (trophies and awards)
Knowledge bowl and Compact for Success - T shirts and breakfast
Mascot uniform
Membership Fees (e.g., CADA, CSF, CASC, etc...)
Middle School Athletic League (Uniforms, Fees, Insurance)
Ninth grade field trips
Office supplies, equipment, furniture (ASB)
Orientations (Students, Link Crew, ASB)
Purchasing meals for ASB students during an all-day school event
Robotics
Scholarship for specific scholarship accounts only
Scholarship for institution (not student)
Sixth grade visitations
Special event T-shirts/Memorabilia (e.g., turkey trot, math field day)
Spelling Bee Entry Fees

EXCESS FUND BALANCE SPEND DOWN:

Spend down excess fund balance (Additional ASB expenditures are allowable when the ASB general fund exceeds 30% of the next year's total budgeted expenditures and reserves). In order to spend down the balance, the ASB financial statements must be reviewed for excess reserves and approved by the Chief Financial Officer. Please contact the Chief Financial Officer for approval of the following additional expenditures:

- ASB Equipment – copier, computer, printer. Including cleaning, repair and maintenance
- Banners/Signage
- Bike/skateboard racks
- Bulletin boards (non-classroom)
- Campus beautification
- College flags
- Facilities/Athletic Field (e.g., renovation such as seed, field paint, dirt, topsoil, soil) conditioners
- Furniture - ASB
- Golf carts
- iPads for ASB student store concession windows
- Maker Space (Creative DIY Spaces)

- Marquees
- Murals
- Plants, trees, seeds for student areas
- Project reserves
- Projector/Screen – ASB events
- Purchase and repair of sound system/audio and tech for cultural arts center
- Resurfacing of Pavilion
- Storage unit (ASB only)
- Tables/Benches
- Washing Machine/Dryer (linens)
- Water bottle fill stations
- Web training

Start-up clubs – seed money

Student awards

Supplies for lunch activities

Uniforms (extra-curricular/co-curricular)

Venues for dances

Visual and Performing Arts - entry fees, equipment (color guard materials - drum heads, instrument accessories), uniform accessories, awards, marching band music, art supplies, transportation

Yearbook

Consideration for expenditures not on this list requires prior approval of the Board of Trustees.

List of fundraisers and expenditures ASB – Authored by: Internal Audit

Approved 5-09-2016

Revised 5-23-2016

Revised 6-13-2016

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Revised 4-8-2019 Approved by Board of Trustees