



## **Associated Student Body Spend-Down Request for General Fund**

### **Purpose**

The principal, ASB administrator/advisor, and students should ensure that the funds raised by students during a given school year are spent on behalf of those same students while they are at the same school.

Reasonable carryover balances are often used to accomplish future goals. If the ASB is planning to raise funds for a large project for which it may take more than one year to raise adequate funds, a reserve account for that purpose should be established so that a part of the general fund can be earmarked for that. Otherwise, large or excessive carryover balances without a plan of intended use is discouraged.

These guidelines apply to requests against the ASB General Fund when there are excess funds.

### **Procedures**

Please complete the attached Spend-Down Request Form for General Fund. Provide any other pertinent information on additional sheets.

- Depending on the size, scope, and type of project, the ASB may be asked to provide additional information/documentation.
- Please include a copy of the meeting minutes in which the students approved the spend-down plan.
- Email requests to the Office of Internal Audit at [internalaudit@sweetwaterschools.org](mailto:internalaudit@sweetwaterschools.org)
- The Chief Financial Officer will review the ASB financial statements for excess reserves and determine final approval.
- The ASB will be provided with a copy of the Spend-Down Request Form for General Fund signed by the CFO.

### **Use of Excess General Funds**

The District's ASB manual may be referred to for additional guidance. Any questions about these guidelines can be directed towards the Office of Internal Audit.



## Associated Student Body Spend-Down Request Form for General Fund

All general fund spend-down requests must be submitted to the Office of Internal Audit. Expenditures must have the approval of the Principal, Assistant Principal of Student Activities/ASB Advisor, and student council. Attach additional pages, as necessary, as well as provide any comments or clarifications regarding your spend-down request.

School Name: \_\_\_\_\_ School Year: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Item Description	Qty	Unit Price	Total
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Comments: \_\_\_\_\_

Student council approval in minutes: \_\_\_\_\_ Yes / No \_\_\_\_\_ Date: \_\_\_\_\_  
(circle)

FMR Form approved: \_\_\_\_\_ NA / Yes / No \_\_\_\_\_ Date: \_\_\_\_\_  
(circle)

Compliance approval: \_\_\_\_\_ NA / Yes / No \_\_\_\_\_ Date: \_\_\_\_\_  
(circle)

\_\_\_\_\_  
Signature of Student Representative

\_\_\_\_\_  
Signature of AP/ASB Advisor

\_\_\_\_\_  
Signature of Principal

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(For Internal Audit Use Only)

Funds available: \_\_\_\_\_ Yes / No \_\_\_\_\_ Amount in Excess \$ \_\_\_\_\_ Financials as of: \_\_\_\_\_  
(circle)

\_\_\_\_\_  
Signature of Internal Auditor

\_\_\_\_\_  
Date

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(For Fiscal Services Use Only)

- ☐ This request is approved with the understanding that the expenditures will be made in accordance with established policies and procedures.
- ☐ Unable to approve.

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of CFO

\_\_\_\_\_  
Date