

CAPISTRANO UNIFIED SCHOOL DISTRICT  
SAN CLEMENTE HIGH SCHOOL  
San Clemente, California

August 6, 2024

TO: COACHES AND ADVISORS

FROM: AMBER SMITH, ACTIVITIES ACCOUNT CLERK  
MATT REID, ACTIVITIES DIRECTOR

**SUBJECT: PROCEDURES FOR ASB ACCOUNTS**

As we enter a new school year, please observe the following policies and procedures for use of ASB accounts. Account statements are available online in real time. Please email Amber to request your login. All forms referenced below are available on the Activities page of SCTritons.org.

**Budgets:**

All accounts are required to submit a budget at the start of the school year. See Sample Budget. PO's will not be approved until a budget has been received.

**Fundraisers:**

1. Complete a **Fundraising Request Form** and submit for approval in a formal meeting.
2. You must complete the Revenue Potential page of the application.
3. For ASB account fundraisers, deposits should be turned in immediately. You have 7 days following the completion of a fundraiser to turn in the Fundraising Budget vs Actual page. Any cash received must be deposited in the safe and counted in the presence of two people.
4. **Expenses cannot be paid from fundraising proceeds without an approved PO! ALL funds must be deposited. Reimbursements will be made from a pre-approved PO upon receipt of Reimbursement Request with original receipts.**

\*More details can be found on the cover page of the Fundraising Request Form

\*\*Accounts with TBC do not need to complete the Fundraising Budget vs Actual page

\*\*\*Dine Outs, Snap Raise and Adopt A Player fundraisers do not require approval

**Deposits:**

1. All payments should be collected by the Activities Office.
  - a. Field trip payments, donations, shirts, etc can all be set up as items available in the webstore and in person at the ASB Windows.
  - b. Wherever possible we should avoid payments being collected by teachers/coaches.
2. For Deposits from events:

- a. Complete the **Ticket Accounting** sheet (provided with your pre-numbered tickets and cash box). Ticket numbers sold should match the cash for deposit. Sales of any items require a **Tally Sheet** of the items sold and the amounts for each item to reconcile against the deposit and must be accounted separately from ticket sales.

\*Deposits can be left in the ASB safe after hours in a SEALED envelope which must be opened in the presence of two people. Bank envelopes are available upon request.

\*\*Please indicate the purpose of your deposit (ie. Donations, See's Candy Fundraiser, talent show tickets) on the Deposit Record and do not combine monies for separate purposes.

\*\*\*Checks payable to SCHS. Program name/student ID in the memo field is useful.

### **Purchase Orders:**

1. **All expenses require a Purchase Order approved prior to the date of the expense.**
2. Complete a Purchase Order (PO) with an *estimated* amount of the expense in the Activities Office. They must be signed out if you cannot complete it in the office and must be completed/received in sequential order. Any PO's not returned to Activities by 9am Thursday will be voided. Purchase orders are pre-numbered, triplicate forms and only available from Activities Clerk or Director.
3. PO's are approved on Thursdays during 4<sup>th</sup> period. Your PO must be completed in Activities prior to 9am Thursday for approval that week. Funds must be available in the account in order for a PO to be approved.
4. The pink copy of the PO will be stamped "Approved" and returned to your box or you will be notified as to any issues with approval. **DO NOT MAKE A PURCHASE UNTIL YOU HAVE RECEIVED THE PINK APPROVED COPY OF YOUR PO.**

\*Any purchases without a pre-approved PO become your donation to your program!!! Plan ahead. Collect funds early.

\*\*For large purchases ask your vendor if they can bill a Purchase Order. This may save club parents from having to cover large up-front costs.

### **Reimbursements/Invoices**

1. All items must ship to the school address. No exceptions.
2. For Reimbursement:
  - a. Complete the **Reimbursement Invoice**. Be sure to include the PO #.
  - b. All receipts must be stamped/dated and signed to verify receipt of goods on campus. Stamps are available in the mailroom, ASB and Activities offices.
  - c. The date on the receipt must be after the approved date on the PO.
  - d. Reimbursement invoice must be signed by someone other than the payee. You cannot approve your own reimbursement (or verify receipt of goods being reimbursed to you).
3. For invoices paid directly to a vendor:

- a. Invoices must have an invoice #, date, itemized detail of goods/services and should reference the PO# whenever possible.
- b. Items on the invoice must be received prior to payment. Invoice should be stamped/dated and signed to verify receipt of goods on campus.

\*Purchases cannot exceed the amount on your PO. Get an estimate first! If your expense/invoice is \$150, but your PO was NTE \$100, only \$100 will be paid.

\*\*Checks are issued once per week, usually on Wednesdays

### **Regarding Reimbursement for trips:**

Complete and sign the Travel Expense Guidelines form and turn in with your trip reimbursement PO. A PO covering travel expenses will not be approved without this form. Funds must be available in the account. PO's must cover buses, subs, any entrance or participation fees and incidentals.

### **COACHES STIPENDS:**

1. Coaches are your employees; therefore your club will be responsible for covering all employee taxes/benefits. Pay per unit = \$10 PLUS 22.53% for Certificated employees and \$10 per unit plus 5.13% for Classified (*% subject to change for the each school year*). ***ASB will not cover the difference between base pay and the total invoice received from the district.***
2. An ASB invoice will be generated and sent to the Head Coach with a CC to the TBC. Amounts on the invoice are based on the ER's completed in Athletics.
  - a. Invoice can be adjusted lower upon request. Coaches cannot be paid more than what has been approved on a district ER.
3. A check from TBC covering the full amount of the coaches' stipends must be received before time sheets will be submitted to the district.
  - a. For ASB accounts, funds must be available in the account before a time sheet will be submitted. A Purchase Order will be completed by Activities to encumber the balance of your coaches' stipend invoice.
4. Since actual taxes/benefits may vary slightly by employee, only the exact amount of the payroll invoice will be sent to the district. Any overpayment by TBC will remain in your account. An invoice will be created if the actual district invoice is greater than the ASB Invoice.

### **ADDITIONAL INFORMATION:**

**\*\*ALL PURCHASES MUST BE SHIPPED TO THE SCHOOL ADDRESS\*\***

ALL INVOICES MUST BE STAMPED "RECEIVED" WITH THE DATE AND A SIGNATURE VERIFYING RECEIPT.

ANY RECEIPTS FOR REIMBURSEMENT MUST BE STAMPED “RECEIVED”, DATED AND BE SIGNED BY A THIRD VERIFYING THOSE ITEMS ARE ON CAMPUS. This can be another teacher, staff member, etc.

RECEIVED STAMPS CAN BE FOUND IN THE MAILROOM (MARKED ASB) AND IN ACTIVITIES AND ASB OFFICES

CREDIT CARD FEES - The credit card processing fees on the Webstore are paid by the purchaser. Credit present transactions cannot pass the fee to the purchaser. 3% of credit card sales will be charged to each trust on an annual basis.

Gift cards of any kind are not an allowable expense. No reimbursement will be made for gift card purchases.

Receipts can ONLY include items to be reimbursed from the PO. For example, you cannot turn in a grocery receipt and highlight individual items for reimbursement. **Keep your personal expenses and club expenses separate.**

When you are turning in a deposit, please **remove all staples from checks** and have the denominations together. IE—10 dollar checks together, etc.

Also, large amounts of cash should be put in bundles: 20’s--\$500; 10’s- \$250; 5’s-\$100; and 1’s-\$25.00. Please paper clip these bundles. **The ASB Drop Safe is available for deposits when the office is closed. Please see Amber to request a key.**

Account Statements are available online! Please email Amber to request a login.

State auditors levy fines against SCHS for noncompliance of these regulations. **Therefore NO reimbursement or payments will be made when you DO NOT get prior approval. This means THE EXPENSE WILL BECOME YOUR PERSONAL RESPONSIBILITY.** I cannot stress enough that purchases will not be reimbursed if they were not approved prior to purchase.

Please share this information with your STUDENTS, booster group leaders or any parent volunteer who is involved with the spending of your club account monies.