CAPISTRANO UNIFIED SCHOOL DISTRICT

SAN CLEMENTE HIGH SCHOOL

San Clemente, California

August 19, 2020

TO: COACHES AND ADVISORS

FROM: AMBER STANCO, ACTIVITIES ACCOUNTS CLERK

**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.com.

**Fundraisers:**

1. Complete a **Fundraising Application** 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 along with final deposit.
4. Expenses cannot be paid from fundraising proceeds. ALL funds must be deposited. Reimbursements/invoices will be paid from a pre-approved PO to cover any fundraiser related expenses.

\*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, E-Fundraising (SnapRaise, Blast, etc.) and Adopt-A-Player fundraisers do not require pre-approval

**Deposits:**

1. Complete the **Deposit Record** form online *(totals will automatically populate),* retain a copy for your records and deliver printed copy to the Activities Office along with your deposit.
2. Deliver copies of all receipts along with your deposit record (you must write a receipt for any cash payments you accept giving one copy to the payor and attaching one to the deposit)

\*Deposits can be left in the ASB safe after hours in a SEALED bank bag which must be opened in the presence of two people.

\*\*Please indicate the purpose of your deposit (ie. Donations, See’s Candy Fundraiser, Catalina Field Trip 10/12) on the Deposit Record and do not combine monies for separate purposes.

\*\*\*Checks payable to SCHS. Program name/student ID in the memo 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 completed/received in sequential order. Any PO’s not returned to Activities by 9am Thursday will be voided.
3. PO’s are approved on Thursdays during 4th 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 CONFIRMED APPROVAL.**

\*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:
	1. Complete the **Reimbursement Request.** Be sure to include the PO #.
	2. Have a third party INITIAL your original, itemized receipts verifying the items are here on campus (this includes Amazon receipts).
	3. The date on the receipt must be after the approved date on the PO.
3. For invoices paid directly to a vendor:
	1. Invoices must have an invoice #, date, itemized detail of goods/services and should reference the PO#
	2. Items on the invoice must be verified received prior to payment. Please sign your invoice “OK To Pay” and return to Activities for payment.

\*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; therefor your club will be responsible for covering all employee taxes/benefits. Pay per unit = $10 PLUS 20.8% for Certificated employees and $10 per unit plus 5.95% 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.
	1. 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.
	1. 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 additional invoice may 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 SIGNED OR STAMPED AS RECEIVED ON CAMPUS BEFORE AN INVOICE CAN BE PAID

ANY RECEIPTS FOR REIMBUIRSEMENT MUST HAVE A THIRD PARTY INITIAL ON THEM VERIFYING THOSE ITEMS ARE ON CAMPUS. This can be another teacher, staff member, etc.

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

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-S100; 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.

ASB Procedures are subject to annual regulatory audits. Compliance is necessary.

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. Club advisors are responsible.