

ASB FINANCE FUNDAMENTALS:
HOW TO SPEND THE MONEY IN
YOUR CLUB OR TEAM ACCOUNT

- The money in the ASB club or team accounts is the result of student fundraising (as opposed to the Foundation accounts, which are the result of *parent* fundraising).
- The money in the ASB club/team accounts **BELONGS TO THE STUDENTS**, so the **STUDENTS** in the club/team have to decide how the money gets spent (not the coach, club advisor, or parents).
- Vote on and approve any expenditures as a group and record the vote on a Meeting Minutes form.
- After agreeing on how to spend the money, submit a Purchase Order Request form to the ASB Finance Office.
- The ASB Student Council will review the Purchase Order Request at its weekly meeting and make sure the expenditure is permitted by the relevant regulations.
- After approval, the ASB Bookkeeper will place a hard copy of the computer generated Purchase Order in the club advisor's or team coach's mailbox. **Only then, AFTER the expenditure has been approved, can the purchase be made or order placed.**
- Submit invoices or receipts to the ASB Finance Office so the ASB Bookkeeper can make payment.

Please contact CCA ASB Bookkeeper Laura Main at (858) 350-0253, x4018 or laura.main@sduhsd.net if you have any questions. Thanks!