

# Associated Student Body Funds

## Fundraising Best Practices

### Guidelines

1. Public money, generated by the students or in the name of students, may be used only for Cultural, Athletic, Recreational, or Social purposes that are optional and non-credit.
2. Money raised during the school day, and/or on school property, and/or using school personnel, and/or school materials is public money.
3. ASB funds are restricted public money and cannot be used for curricular purposes.
4. Co-curricular is not a legal term. Only curricular and extra-curricular are defined in the law.
5. Public money cannot be given away for private use.
6. Students and staff must collaborate on the generation and use of public money.
7. You must have a system to monitor and protect the use of public money.
8. You must follow the federal, state, school board, and your own rules about ASB.
9. In a corporate sense, the Principal is the CEO and CFO; the school board is the Board of Directors.
10. The State Auditor is only one of many regulatory agencies interested in ASB.

### Tips

- ✓ Purchasing and Reimbursements – All planned spending should be pre-approved at least 72 hours in advance. Individuals may be held personally liable for a purchase that has not been approved in advance.
- ✓ Handling ASB Money – ASB money must always have a paper trail and must always be secured.
- ✓ Fundraising – All ASB fundraisers must be pre-approved, parent permission forms must be signed, products must be inventoried before and after the sale, receipt logsheet and end cash count sheet necessary to track flow of money. Reconciliation of fundraiser must occur in a timely manner. All fundraising records must be kept in finance office.
- ✓ Resale/In Out – This break-even fundraiser is often used for tee-shirts and sweatshirts that students keep; ensure money is collected in advance of giving students items.
- ✓ Booster vs. ASB – If you have a booster group, make sure everyone understands the distinction between booster and ASB fundraising.
- ✓ Vendors – Always make sure deliveries are made to the school or district office; accepting “gifts” may be a violation of the code of professional conduct.

### Guidance

- ❑ Plan ahead. Get permission from your principal. Let the school office manager or ASB bookkeeper know what you are planning before you start.
- ❑ Follow state law, board policy/procedure, and risk management rules. Do not have raffles if sales are to anyone under the age of 18.
- ❑ Make it clear who is running the fund raiser; if a teacher/advisor, then ASB must receipt and deposit all money; if parent/booster club, then parent/booster club is responsible for all funds.
- ❑ Have a purpose for the funds (cultural, athletic, recreational, or social.) Set profit goals. Check that you have ASB budget capacity.
- ❑ Set a beginning and ending date and stick to it.
- ❑ Make purchases with a district purchase order or purchasing card, and not in an individual’s name.
- ❑ Obtain parental permission to inform parents that their student is responsible for all goods checked out, to give them the opportunity to approve or disapprove of their child’s participation.
- ❑ Set up a system for daily receipting and deposits. Use district receipt books or the classroom summary receipt. Deposits can only be made through the school office manager or ASB bookkeeper and must go to the district bank account (not a personal bank account.) Do not take money home or store it in your classroom.
- ❑ Set up a system for checking out the product and reconciling cash and products when returned. Secure the inventory.
- ❑ Keep all records. Check with your school office manager or ASB bookkeeper for record storage options.
- ❑ Be careful of conflict of interest issues, especially if choosing an independent consultant (like Pampered Chef, Avon) for your fundraiser.
- ❑ Money raised for a charitable purpose is private money and must follow specific procedures. Do not give away ASB money.

### Issues

- Poor controls over cash receipting and fundraising
- Lack of note in the student council minutes
- Lack of proper ASB budget process
- Lack of written procedures
- Lack of contracts with outside vendors
- Not using official prenumbered district receipts
- Mode of payment not annotated
- Not restrictively endorsing checks immediately
- Lack of reconciliation
- No gross profit analysis
- No inventory control
- Lack of student and principal’s approval for ASB expenditures
- Lack of support documentation (records).



For additional resources,  
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