

The background of the slide is a chalkboard. In the lower-left foreground, two pieces of pink chalk are lying on the surface. Faint white chalk drawings are visible on the board, including a large 'V' shape and some curved lines. The text is centered in the upper half of the image.

Overview of Student Body Policies & Procedures for Elementary schools

**SAA Training
October 25th**


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What is an Associated Student Body
(ASB)?

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- ❖ An ASB is an organization formed by students attending a school.
 - ❖ ASB's at Middle & Senior High Schools are considered “organized”. They **must** have an elected student council which governs the ASB and its activities, with oversight/guidance from the principal.
 - ❖ ASB's at Elementary Schools are considered “unorganized”. The principal oversees and approves all ASB activities.




What is the ASB's Purpose?



An ASB's purpose is to conduct activities on behalf of its students, and promote the general morale of its students.

Fundraising provides the financial support to achieve some of these activities.

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If an ASB decides to fundraise, what
are the requirements?

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A Fundraiser Must:

- ❖ *Be approved by the principal. The principal will decide whether an event will be sponsored by the ASB only or in cooperation with the PTA/PTO*
- ❖ Be approved by Student Body Finance Section three weeks before the event.

➤ (Elem -Request for Authorization; Use -Form 34-EHJ-8)



Other questions related to fundraising-

Since all current students belong to the ASB, must all students fundraise if the ASB holds a fundraiser?

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A Fundraiser Must:

- ❖ Be voluntary, and have written parental permission for students to participate.
- ❖ Not exceed more than 3 consecutive weeks for elementary.
- ❖ Elementary fundraisers **must be pre-ordered and pre-sold.**

Please remember:

Elementary students cannot solicit on the street or door-to-door. Secondary students under the age of 16 cannot solicit on the street or door-to-door unless supervised by an adult.

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Other information :

- ❖ Schools should review the “ACTIVITY CHECKLIST FOR CARNIVAL AND OTHER EVENTS” to ensure all approvals are obtained prior to holding the fundraising activity. An example is approval from OEHS, leasing and risk management.
- ❖ Contests may be held and prizes given to students.
- ❖ Fundraising financial statements must be submitted to the Student Body Finance Section within 30 days after the event.



Can Fundraising Occur During the
Instructional Time?



No.

Fundraising events shall not be conducted during instructional time, even if the fundraiser may have an instructional component such as team building or character building.

Note: this includes fundraisers by PTA/PTO's and Booster Clubs

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Do ASB's pay taxes on fundraising items?



Yes, they are required to do so, **BUT:**


At secondary schools, financial manager will prepare the appropriate paperwork and payment.

At elementary schools, fundraisers should only be conducted whereby the vendor takes care of the taxes.

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How do I organize the student Body Records ?

I - Start a new Red Rope Folder at the beginning of each fiscal year with the following folders :

- 
- A. Label 5 folders in Black or Blue ink for your current year titled:
- Voucher Disbursements
 - Bank statements & Deposit Slips
 - Request for authorization
 - Fund-Raising Financial Statements
Monthly/ Quarterly Reports
- B. Label 3 folders for extra blank forms in RED:
- Voucher Disbursements
 - Request for Authorization
 - Donations



2- USE RECEIPT BOOK

- ❖ Schools must have pre-numbered receipt book for collections of cash and checks.
- ❖ Use receipts in numerical order.
- ❖ To make a receipt, count the money that is given to you in front of the person that has turned it in.
- ❖ Give the original receipt (white copy) to the payer.
- ❖ The pink copy is the paper trial used for posting to the ledger.
- ❖ To void a receipt staple the white copy to the pink copy and write VOID

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3- BANK DEPOSIT SLIPS

- ❖ Always prepare (2) bank deposit slips.
- ❖ Write the receipt number on deposit slips.
- ❖ Protect your deposit by writing the receipt before taking the money off campus.
- ❖ Deposit funds collected over \$ 25.00 on a daily basis.

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What are the procedures for issuing a check?

- ❖ Student Body Check Request must be prepared and signed by the principal before any purchases.
- ❖ Disbursement **can not** be made directly from the funds collected and undeposited.
- ❖ Payments should be supported by an original invoice, not an statement.
- ❖ All the attachment to the Check Voucher must be stamped paid and dated.
- ❖ Two signatures must be on checks issued.
- ❖ Mutilate the signature area of a void check, mark it" void" and leave it in the checkbook.

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Recording of Student Body Funds

- ❖ All the transaction must be recorded at least on a weekly basis.
- ❖ Record the receipts and checks in numerical order in the ledger.
- ❖ Voided receipts and checks should be posted also.
- ❖ At the end of each month do the bank reconciliation and print the reports.



Continuation of recoding

- ❖ File the ledgers in a binder and keep them forever.
- ❖ Ask your principal to review and sign the trial balance and Financial Condition to file away.
- ❖ Submit a copy of three signed reports to your coordinator on a quarterly basis.




Review the reports to make sure:

- ❖ The two columns on the Trial Balance, called Trial Balance Totals are in balance.
- ❖ Line B normally should not have a balance; line D, bank account **must** match with your ending bank reconciliation balance; line K, L and M **must** have credit balance; line N –P normally have debit balance.

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Review the reports to make sure:

- ❖ Make sure your reports includes the name of the school.
- ❖ Bank reconciliation must include name of 3 people who are authorized to sign checks.
- ❖ Date of the report should be the ending month date, not the date that you are printing your reports.



Inside LAUSD – Office of the CFO
Publication 464 (elementary)

Bulletin 1633.2 (Policies Governing
School Fund-Raising Activities)

Bulletin 4624 –Permitted/Prohibited
expenditures (elementary)



Who can I receive assistance from?



Student Body Finance Support

NorthWest-Juanita Contreras	(818) 654-3709
NorthEast- Akinyemi Abiodun	(818) 252-5479
West -Connie Owens	(213) 241-1918
East-Letty Villarom	(310) 914-2116
Central-Rosi Haftevani	(323) 224-3319
South -Sheri Butler	(310) 354-3496
Spec.Edu/Continuation/Opportunity/ DACE - Sally Ngov	(213) 241-2163

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Questions?