



# WELCOME BACK!

On behalf of the Associated Student Body, we'd like to personally express a warm welcome to the students of Santee School District – I'm certain that we are all ready to embark on another year long journey in the wonderful world of all things A.S.B.



The Associated Student Body is charged with a mission to serve selflessly and to represent justly the student body in accordance with the State of California by prioritizing student's interests and needs above personal ambition and prejudice. With that comes a commitment from ASB to develop initiatives that support each and every students endeavors. We strive to engage the student voice and elevate it to a platform of legitimacy in the widest scope possible.

We hope that this school year is better than the last and always leaves a lasting impression. This time is about making memories and having fun. Please feel free to contact us with any ASB questions or concerns. We are here to help!

Welcome Back, and have a GREAT YEAR!

## **Budget & Inventory Questions:**

[Kiva.nash@santeesd.net](mailto:Kiva.nash@santeesd.net)

## **Collection Advice / Authorizations for Payment / General Questions:**

[Jennifer.mcnamer@santeesd.net](mailto:Jennifer.mcnamer@santeesd.net)

**Santee School  
District**

**Associated  
Student  
Body  
Guide**

**2023 – 2024**

**September 2023**

## **IMPORTANT DATES:**

**Officer Signature List:  
10/13/23**

**FINAL Authorizations for  
Payment DUE: 6/7/24**

**FINAL Collection Advices  
DUE: 6/7/24**



## **Friendly Reminders**

- All invoices must be paid in a timely manner, please send the invoice to business services within 10 days of receipt.
- End-of-year invoices should not be paid with blank forms unless necessary.
- Payments need to be processed and sent to AP in business by the deadline listed before students leave for Summer Break.
- Secretaries are not responsible for sending in money.
- Minutes are required for purchases over \$200
- Inventory is **MONTHLY** for sites with Student Stores

As always, please feel free to contact us at anytime with any questions or concerns.

## **Deposits:**

Plastic Money Bags \*Cash in the Top Portion / Checks in the Bottom Portion\*

Student Body Collection Advice needs to be filled out and sent to AP with 2 signatures.

Mission Federal Student Body Deposit Slip (White Copy) needs to be filled out and included with any Cash. (Yellow & Pink keep for your records)

Checks should be made out to ***Santee School District*** (ASB) ; endorsed with stamp; include a Batch Header with check QTY and total.

Never: Roll Coins, Put anything additional in plastic bags (rubber bands, paperclips, etc.)

## **Authorizations for Payment:**

Fill out form and send all (White/Yellow/Pink) to AP

All signatures are required. Student Council must have approved authorizations.

Minutes that are included should include: Vendor Name, Total & Reason for expense.

Minutes are required for purchases of \$200 or greater.

Itemized original invoice or receipt with Company or Vendor name required with every purchase.

W-9 is required annually for every vendor

## **Purchase Orders:**

If you have a vendor that requires a Purchase Order please reach out to Tory Long on the best way of how to distribute one.

## **Inventory:**

For those sites who have a student store, inventory logs need to be updated monthly and sent to the Business Department.

# **Associated Student Body (ASB)**

## **Introduction**

All Board approved ASB'S are managed at the site level by the Vice Principals and appointed personnel. Financial and Student activities must conform to established policies and procedures set by the California Department Of Education (CDE), the Governing Board, and the Student Body organizations as outlined in a constitution adopted by the school's elected Student body council. The Vice Principal may appoint a Student body advisor (Certificated employee) to make sure that the procedures are followed.

The financial activities Of the ASB must be managed in a manner to safeguard against loss or misuse of funds. Timely deposits, payments, and record keeping are required on these funds. 'Payment records and cash handling documentation must be kept and maintained for auditing purposes. Accurate records must be kept for all financial transactions. Every month a Transaction Report will be sent to show the prior month's activity, and bank reconciliation will be done by Business services every month.

## **Guidelines**

The guidelines for expenditures using ASB funds are the same as for any expenditure of the district. The Vice Principal and ASB advisors have the responsibility of ensuring that the funds are used to purchase goods and services that promote the general welfare, morale, and educational experience of the students. If questions come up about whether an item is an appropriate use of ASB funds, the advisor should contact the Staff in the business office for guidance. Some of the most common audit exceptions involving payments and cash collections can be avoided by following these basic guidelines:

- Signed ASB Meeting Minutes
- Original Receipts/Invoices
- Fundraisers should be pre-approved and documented with meeting minutes by student council prior to starting the fundraiser
- ASB should net collect or deposit any money that is net related to ASB ex. sixth grade camp, lost book money, library fees, cafeteria, etc.)
- All contracts signed and approved by Assistant Superintendent

## **Internal Controls**

In general, the internal controls over cash disbursements should ensure that:

- All disbursements are for items that were included in the budget
- All disbursements are for items that were authorized by the students and recorded in the ASB minutes
- Students and Staff members should never pay for an expense out of cash collected from a fund-raising event; all Of the cash must remain intact for deposit.
- The ASB Bookkeeper may pay for purchases out Of ASB funds only if the purchase has been approved in advance by the student council.
- The financial register should be reviewed and approved at a regular1y scheduled meeting each month.
- If reimbursing one of the signors (VP, ASB Advisor, and Principal) make sure to have someone else sign the authorization so it does not look like you are signing to reimburse yourself

## **Allowable Purchases**

The following is a list of appropriate expenditures using ASB funds

- Magazines and newspaper subscriptions for student use
- Inexpensive awards and certificates
- Library books
- Supplemental equipment for student use that is not normally provided by the district, such as telescopes and aquariums
- Field trips and science camps
- Extra-curricular athletic events, including costs for tickets, game officiating and security
- Costs for Student social events

## **Prohibited Purchases**

The following items generally are not considered an allowable use of student funds because they do not directly promote the general welfare, morale, or educational experience of the students.

- Salaries or supplies are the responsibility of the district. some examples are teachers' salaries and negotiated Stipends, curriculum supplies, copy paper, Office supplies and equipment.
- Repair or maintenance of district-owned facilities or equipment
- Articles for the personal use of district employees, such as a television set for the principal, this rule does not preclude ASB from giving Staff members items Of minimal value)
- Expenses for Faculty meetings, e.g., refreshments for meetings
- Large gifts and awards
- Cash awards to anyone because internal controls cannot be established and documented.

Because Student Body funds are to benefit students as a group and not individuals, gifts and awards generally are discouraged. However, questions often arise about the appropriateness of material expressions of thanks or recognition. Examples include a teacher appreciation breakfast, a reward dinner for students with the most improved attendance or grades, and small gifts of thanks to a community member or business owner who helped students in some way. In these cases, large awards to individuals are not allowed, but ***de minimums*** (trivial or insignificant) awards are acceptable.

**\* PLEASE DEPOSIT MONEY AS SOON AS IT IS**

SANTEE SCHOOL DISTRICT  
P.O. BOX 719007  
SANTEE, CA 92072-9007

**COLLECTED!**

**STUDENT BODY COLLECTION ADVICE**

**SAMPLE!**

School YOUR SCHOOL NAME Date DATE OF DEPOSIT Advice # 1513

CURRENCY \$	\$	
\$ 20.00	\$	
\$ 10.00	\$	
\$ 5.00	\$	
\$ 1.00	\$	

**SUBTOTAL CURRENCY**

**\$ CURRENCY TOTAL**

COIN \$ .50	\$	
\$ .25	\$	
\$ .10	\$	
\$ .05	\$	
\$ .01	\$	

**SUBTOTAL COIN**

**\$ COIN TOTAL**

**CHECKS**

**\$ CHECK TOTAL**

**SUBTOTAL CHECKS**

**\$ CHECK TOTAL AGAIN**

**GRAND TOTAL CASH/CHECKS**

**\$ GRAND TOTAL ALL CASH  
COIN AND CHECKS**

SOURCE OF INCOME

RECEIVED BY  TITLE

VERIFIED BY  TITLE



SANTEE SCHOOL DISTRICT  
9880 HOFFMAN LANE  
SANTEE, CA 92071-5209

**STUDENT BODY AUTHORIZATION FOR PAYMENT**

SAMPLE !

DATE DATE YOU FILL OUT AP

AUTHORIZATION NUMBER 15070

In payment for the attached invoice(s), a check payable to BOOMERS

VENDOR NAME

in the amount of \$ 2,222.85 will be issued.

DOLLAR AMOUNT

The signatures below certify that the articles or services included for payment to the above referenced vendor have been received or provided. The expense was approved at the Student Body meeting on

DATE OF STUDENT BODY MEETING

DATE

**MUST HAVE ALL THREE SIGNATURES!!!**

STUDENT BODY OFFICER OFFICER MUST BE ON SIGNATURE CARD

DATE

ASB ADVISOR

DATE

PRINCIPAL

DATE

Brief explanation of expenditure

**PLEASE EXPLAIN EXPENSE HERE ALONG WITH ANY INVOICE NUMBER**

Attach all invoices to both copies of the STUDENT BODY AUTHORIZATION FOR PAYMENT and forward to Business Services for payment. The duplicate copy will be returned after the payment has been processed.

**DO NOT FILL IN ANY THING HERE, I WILL FILL IN ONCE PAYMENT HAS BEEN MADE AND SEND THE VP THE YELLOW COPY. PLEASE PROVIDE YELLOW COPY.**

DATE PAID

CHECK #

AMOUNT PAID \$



# SANTEE SCHOOL DISTRICT

## STUDENT BODY SIGNATURE CARD

The following individuals are authorized to sign for purchases and expenditures on the Student Body Account (ASB) for the 2009-2010 School Year at

Sample (School Name)

--	--	--	--	--	--	--	--	--	--

SIGNATURE:

PRINTED NAME:

Principal:

	/
--	---

Vice Principal:

	/
--	---

Student Body Advisor:

	/
--	---

Student Officers:

	/
--	---

	/
--	---

	/
--	---

	/
--	---

	/
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**\*\*please sign in ink\*\***

NOTE: Principals signatures on all material indicates knowledge of all transactions. If the Vice Principal has been given this responsibility please indicate so on this card.

Principal Signature

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Date Completed:

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## Santee School District

### Associated Student Body Minutes

Because there is a formal process of student governance for organized student groups, the student council and each club must prepare and maintain a record of each meeting. These records are called minutes. The meeting minutes serve as record of each meeting and demonstrate that the student council or club has followed the ASB organization's policies and procedures.

#### *Good Business Practices for Meeting Minutes*

At a minimum, the following information should be documented in the meeting minutes:

- Name of the club (school) holding the meeting
- Date, time, and place of the meeting
- Names of those in attendance
- What was discussed during the meeting
- What action was taken during the meeting, e.g. the budget was amended or the expenses were approved
- The results of any votes taken, including who made the motion and who seconded the motion
- The signature of who prepared the minutes
- The signature of the ASB advisor at the meeting

At the next regularly scheduled student council or club meeting, the students should review and approve the minutes of the previous meeting. The secretary should maintain a binder of all of the approved minutes for the school year. A sample ASB Meeting Minute record is included in this section.

It is our intent to keep the minutes the same for each school. If you need more space for Purchase Orders or for Authorization for Payments, please attach a second sheet to the minutes. You can either print out the minutes and write on them, or download them on your computer and type them as you go.

# Sample minutes

## STUDENT COUNCIL MEETING

(Insert School Name)

Meeting Date \_\_\_\_\_ Meeting Time \_\_\_\_\_ Location \_\_\_\_\_

The meeting was called to order by: \_\_\_\_\_

### Those present were:

<input type="checkbox"/> President – Insert Name	<input type="checkbox"/> Rep – Insert Name
<input type="checkbox"/> Vice President – Insert Name	<input type="checkbox"/> Rep – Insert Name
<input type="checkbox"/> Secretary – Insert Name	<input type="checkbox"/> Rep – Insert Name
<input type="checkbox"/> Treasurer – Insert Name	<input type="checkbox"/> Rep – Insert Name
<input type="checkbox"/> Spirit Director – Insert Name	<input type="checkbox"/> Rep – Insert Name
<input type="checkbox"/> Student Store – Insert Name	<input type="checkbox"/> Rep – Insert Name
<input type="checkbox"/> Rep – Insert Name	<input type="checkbox"/> Rep – Insert Name
<input type="checkbox"/> Rep – Insert Name	<input type="checkbox"/> Rep – Insert Name
<input type="checkbox"/> Rep – Insert Name	<input type="checkbox"/> ASB Advisor – Insert Name
<input type="checkbox"/> Rep – Insert Name	<input type="checkbox"/> Vice Principal – Insert Name

☐ Minutes of the meeting dated \_\_\_\_\_ were read and approved (corrected and approved) by: \_\_\_\_\_

☐ Financial report for \_\_\_\_\_ read and approved by: \_\_\_\_\_

### The following Purchase Orders were approved:

<u>P.O. #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_  
Approved Yes No

### The following invoices were submitted for payment:

<u>Request#</u>	<u>Payable To</u>	<u>Amount</u>	<u>Purpose</u>
3655	Audio Links	1848.99	Sound System
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Motion By: \_\_\_\_\_ Second by: \_\_\_\_\_  
Approved Yes No

**Old Business:** Perfect Attendance Raffles

**New Business:** "Voted to approve the sound system"

Harbor Cruise approved for 8<sup>th</sup> Graders

Names for volunteers for fall carnival

**Submitted by:**

**ASB Secretary:** \_\_\_\_\_

**Signature**

**Date:** \_\_\_\_\_

**ASB Advisor:** \_\_\_\_\_

**Signature**

**Date:** \_\_\_\_\_

**ALL HIGHLIGHTED AREA'S MUST BE FILLED IN AND COMPLETE!**