CLUB FINANCE MEETING

BE SURE TO SIGN IN & GRAB YOUR CLUB FOLDER
PARTICIPATION FEES

NO PARTICIPATION FEES ALLOWED

➢ Clubs are not allowed to charge fees of any kind as a requirement for participation
➢ Your club will **LOSE** its charter if it limits participation because of fees or dues requirements
Clubs/Sports may request for donations, but under no circumstances prohibit a student from participating if they are unable to pay the donation.

Provisions must be made by the club to support students who cannot afford to participate in any activity.
BINDERS ARE A NECESSITY

➢ Each club **MUST** have a binder to keep all the copies of the **RPOs, Meeting Minutes, Fundraiser Forms**, and **Deposit Slips**
  ○ Incase a problem arises, you will have proof and a backup
    ■ Ex. The bank lady has lost your RPO and asks the club to look back on a certain payment
  ➢ Make your copies before you turn in anything to the bank
NEW RPO PROCESS
PURPOSE OF AN RPO

➢ REQUEST FOR PURCHASE: Asking for permission to make a purchase
➢ To see if your club has enough money in your account to pay for expenses at the moment
  ○ Ex. Your RPO will not be accepted if you want to spend $1000 and have $100 in your account
➢ NO money can be spent or reimbursed without PRIOR RPO approval
OLD FINANCE PROCESS
➢ Fill out RPO after any purchase
➢ No limitations on how much is spent

NEW FINANCE PROCESS
➢ Fill out RPO BEFORE purchase
➢ Tracker to see if your RPO has been approved
➢ Reimbursement limit
➢ Fill out Fundraiser Request for any money being collected
FILLING OUT AN RPO
You **MUST** have a meeting with your club/sport with an advisor **PRESENT**

- Club meeting can just be with officers
  - WHOLE club meeting is preferred
Payable to

- Person/Company being paid
- Address Info
- Contact Info

P.O Requested By

- Treasurer
- Account Name
- Bank Acct. Number
  - Ask ASB for account number
Expenses

- Detailed description of what it being bought
- DO NOT GENERALIZE
- Overestimate money needed for payment
  - ASB will be approving how much money you put in your TOTAL

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Tax</th>
<th>Shipping</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME BACK RALLY GEOFILTER</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>$30</td>
</tr>
</tbody>
</table>

Special Instructions: BETTER TO OVERESTIMATE THE PAYMENT

Tax Total: 
Shipping Total: 
Not to exceed total: $30
➢ Check the box that you need **pre-approval** for
➢ Check the box for **where** you would like your money to be delivered to
➢ If you would like the P.O or Payment to be expedited (happen sooner), write the **date** it should be needed by and **why**
➢ **ALWAYS** have a student designee and advisor of the club 

**SIGN** the RPO before submitting to the bank

➢ If it does not have a signature your RPO will be **DISAPPROVED** and sent back
REIMBURSEMENTS AND POs

➢ Reimbursements
  ○ Advisors: $1000
  ○ Students/ Parents: $100
➢ Want to spend more, use a PO
  ○ POs are checks delivered to company directly
➢ RPOs requesting a PO must have a QUOTE attached
FILLING OUT MEETING MINUTES
- A **meeting** should be held with the officers/captains and **advisors**

- Write down **date**, **time**, **place**, and who the meeting was **called to order** by (Usually Presidents)

- Write down **vendor** (who is being paid), **the amount**, and **purpose** of the payment
Names for **first motion** (first to approve the expenditure) and **second motion** (second person to approve)

- **Old Business:** Events in the **past**

- **New Business:** Events that will happen in the **near future**
EVERYONE at your meeting must sign the sheet

A CLUB ROSTER attached is preferred

If it does not have signatures your RPO will be DISAPPROVED

and sent back
RPOs & Minutes must be turned in TOGETHER

Forms are due to the BANK by FRIDAY & TUESDAY (if you want your forms processed right away)

- ASB has business meetings Monday (Brunch), Wednesday (After 7th), Thursday (If needed)
Financial Information

Our Associated Student Body officers have created trackers to help you stay informed. The Fundraiser and RPO trackers will keep you updated on whether or not your request has been approved or denied.

- SCHS Fundraiser Tracker
- SCHS RPO Tracker
RPO TRACKER (CONT)

<table>
<thead>
<tr>
<th>Name</th>
<th>Account Number</th>
<th>Vendor</th>
<th>Amount</th>
<th>Processed by ASB</th>
<th>Purchase Order Number</th>
<th>Purpose</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUR CLUB NAME</td>
<td>1-234-5675</td>
<td>PERSON GETTING PAID</td>
<td>HOW MUCH $</td>
<td>DATE OF ASB MEETING</td>
<td>WHY YOU'RE BUYING</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YOUR CLUB NAME</td>
<td>1-234-5675</td>
<td>PERSON GETTING PAID</td>
<td>HOW MUCH $</td>
<td>DATE OF ASB MEETING</td>
<td>WHY YOU'RE BUYING</td>
<td>Tabled</td>
<td>REASON WHY IT'S TABLED</td>
<td></td>
</tr>
<tr>
<td>YOUR CLUB NAME</td>
<td>1-234-5675</td>
<td>PERSON GETTING PAID</td>
<td>HOW MUCH $</td>
<td>DATE OF ASB MEETING</td>
<td>WHY YOU'RE BUYING</td>
<td>Disapproved</td>
<td>REASON WHY IT'S DISAPPROVED</td>
<td></td>
</tr>
<tr>
<td>ASB</td>
<td>1-234-3456</td>
<td>Britney Black</td>
<td>$60</td>
<td>9/4/18</td>
<td>Tickets and Stamps for Football Games</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

➢ **APPROVED:** You can continue your purchase
➢ **TABLED:** ASB will reach out to you with questions & concerns
➢ **DISAPPROVED:** ASB will give your RPO back for you to redo it
HOW WILL YOU GET YOUR MONEY?

- Once payment has been made, save and print your receipt/order confirmation.
- Sign the original receipt/order confirmation
- Make a copy of signed receipt/order confirmation.
  - Save all signed receipt/order confirmation in club binder.
- Turn in **signed original** receipt/order confirmation to bank clerk at school bank.
- Check will be sent out to vendor once ASB confirms payment.
HOW WILL YOUR COMPANY GET PAID?

➢ Once you receive order, take inventory.
➢ Create a Google Doc of expected inventory and actual inventory
➢ Send to bank clerk to finalize order and send vendor the PO.

OR

➢ Include Packing Slip
➢ Send to bank clerk to finalize order and send vendor the PO.
FILLING OUT A FUNDRAISER REQUEST
Must be filled out **ANYTIME** you are collecting & depositing money into your account

- Ex. T-Shirt Fees, TPUMPS, Tea Society
Write down information related to your **club**: Club Name, Bank Account Number, Date you filled out the form, who to contact

Specifically **what** is the fundraiser, **when** and **where** will the fundraiser be held, and **what are you fundraising for**

**Unit Cost**: How much is the product you are selling

**Sell Price**: How much are you selling for

**Total Units to be sold**: Expected number that will be sold

<table>
<thead>
<tr>
<th>Club/Sport/Activity</th>
<th>Account #: 1-234-5678</th>
<th>Date: 9/12/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor/Coach</td>
<td>Mr. Stommeln</td>
<td>Email or Phone: <a href="mailto:stommelnb@esuhsd.org">stommelnb@esuhsd.org</a></td>
</tr>
<tr>
<td>Contact Person</td>
<td>Britney Black</td>
<td>Email or Phone: <a href="mailto:bblack22301@gmail.com">bblack22301@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Event</th>
<th>Water for New Fire</th>
<th>Proposed Date(s): 10/18/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Event</td>
<td>Selling water at New Fire</td>
<td></td>
</tr>
<tr>
<td>Purpose of Fundraiser</td>
<td>Winterfest supplies</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>On-campus</td>
<td></td>
</tr>
<tr>
<td>Merchandise/Service to be sold</td>
<td>Water</td>
<td></td>
</tr>
<tr>
<td>Unit Cost</td>
<td>$0.50</td>
<td>Sell Price: $1.00</td>
</tr>
</tbody>
</table>
| Total Units to be Sold: 100
- **Donated goods/services**: Any products that have been given to your club for the fundraiser

- **Must** have a student representative and the advisor of the club **sign** the fundraiser form or else it will be disapproved and sent back to you
Expected Revenue: Write down how much you think you can sell

Actual: Completed at time of deposit and is the amount the club has actually received and spent on the product

Expenses: How much you will spend on the product that will be sold

Other: Donations that have been given to your club

Total Profit: (Revenue) - (Expenses)

Must have signature of Student Rep and Advisor of the club
FILLING OUT A DEPOSIT SLIP
➢ Count and write the number of bills and/or coins for each currency (Ex. 30 1s, 10 5s, and 2 10s)
➢ If you have checks, write the 4 digit number at the top right corner for each check and the amount being paid
➢ Write down the total amount for currency, coin, and checks

➢ Write down club information (Advisor, Club name, Bank Account Number)
➢ Date: the day the form was filled out
➢ Explain what this deposit slip is for (mainly fundraisers)
FILLING OUT A TRANSFER SLIP
➢ Must be filled out if you want to transfer money from one bank account to another
➢ **Account Paying Funds**: What club is transferring the funds

➢ **Account Receiving Funds**: What club is being given the funds

➢ **Explain why** there is a transfer of funds and write down the **amount** being transferred

➢ Must have Student Rep and Advisor signatures from both clubs to be approved
Advisors must supervise all money handling

Advisors/Elected Officers/Captains must turn in money to the safe with a signed deposit **IMMEDIATELY** after events

Students (club members) can NOT pick up or turn in money

Make copies of deposit forms for club binder

Advisors must make an appointment to pick up petty cash from the bank
Submit a Morning Announcement Request

**Maximum** of 3 days + 120 Characters Max

**Deadline**: 6pm Everyday
THANKS!

Any questions?
You can find us at:
- [schsasb2019@gmail.com](mailto:schsasb2019@gmail.com)
- [strommenb@esuhsd.org](mailto:strommenb@esuhsd.org)
- We are usually in I-2!