

# **AUBURN SCHOOL DISTRICT BOARD POLICIES FOR ASB**

## **Policy 7415**

### **FINANCIAL MANAGEMENT**

#### **Associated Student Body Program Fund**

The board is responsible for the protection and control of student body financial resources just as it is for other public funds placed in its custody. The financial resources of the fund are for the benefit of students. Student involvement in the decision-making processes related to the use of these funds is an integral part of the associated student body, except that the board may delegate the authority to a staff member to act as the associated student body for any school which contains no grade higher than six.

Monies raised by students through recognized student body organizations shall be deposited in and disbursed from the fund which is maintained by the county treasurer. The fund is subject to management and accounting procedures which are similar to those required for all other district monies. ASB constitutions shall provide for participation by ASB representatives in the decisions to budget for and disburse ASB monies.

The superintendent shall establish procedures regarding the operation of the fund.

### **Policy 7415P**

The following guidelines shall be in effect in the operation of the respective associated student bodies:

- A. The principal shall appoint the primary advisor to the ASB. He/she shall be responsible for designating advisors to the various ASB subgroup organizations affiliated with the ASB. For schools with no grade higher than grade six, the board may delegate the authority to a staff member to act as the associated student body.
- B. The principal shall be responsible for supervising the accounting functions to be performed at the building level. The building level accounting accounting procedures shall be consistent with accounting functions performed at the district office level.
- C. The ASB shall participate in the determination of the purposes for which ASB financial resources shall be budgeted and disbursed. Such purposes

shall be reflected in the ASB budget which is submitted to board of directors for its approval.

- D. ASB funds may be used for any purpose approved by the governing body of the organization and subject to the provisions incorporated into the student body constitution and bylaws. ASB money to be used for scholarships, charitable contributions, and student exchange programs is limited to funds denoted for that specific purpose and that have been so identified at the time of their collection. Such funds must be contributed on a voluntary basis.
- E. Other fund-raising activities not associated with an ASB-sponsored organization are not permitted by law to be done under the direction or supervision of staff nor with the use of district equipment, supplies, facilities, or other district resources unless the district is fully reimbursed for all such costs. The principal shall have the authority to arrange for non-ASB funds to be held in trust in separate accounts in the fund so long as students are informed in advance that a charge shall be made to cover the full cost of the service.
- F. For schools with students in grade seven or above, evidence of student approval must appear on all vouchers supporting a disbursement of ASB money.
- G. ASB monies must be on deposit with the county treasurer with the exception of an imprest banking account and petty cash.