

General Concepts on the Use of ASB Funds

Schools need to be aware of the following concepts, at a minimum to guarantee observing the spirit and intent of the rules and regulations related to the use of ASB funds.

- **All school districts should have policies in place related to the use of ASB funds.**

These policies should cover the scope of the budget process and procedural authority for the collection and distribution of funds along with the specific rules related to depositing funds through the school district business office.

- **An organization of students with school staff assistance must annually develop an ASB operating budget with projected income and expenditures.**

While this activity is a legitimate and practical learning experience for students, it forms the basis for all future budgetary decisions. Students should be involved in the collection and approval of budget requests. Coaches/directors and advisors should be able to provide realistic requests to student groups through the ASB advisor. The student government group must be provided with the necessary information to make informed fiscal decisions.

- **The proposed ASB budget, including the type of money raising activities must be submitted and approved by the local school directors.**

ASB funds are considered public funds and the ASB budget requires school board approval the same as the regular school district budget.

It is important for the school board to be aware of the various money raising projects that will be employed to meet the expenditures. While gate receipts have provided an obvious source of revenue for high schools many schools are involved in additional fund raisers. All fund raisers should be carefully reviewed. Fund raisers should be designed to raise a maximum amount of money with built in safeguards to insure accurate and reliable records for the collection of money.

Fund raisers should provide an needed service, a worthwhile product or an event that can be supported by the community. Care should be taken to be sensitive to the various and diverse segments of any community. School directors are concerned about community support as well as product or event liability.

- **The disbursement of any funds must be to provide services or materials to current members or programs of the Association Student Body.**

Secondary ASB funds are used to purchase and supply a myriad of things from uniforms to membership fees with a wide range of specialized equipment for athletics and activities. All of the funds expended require a pre-approval through a budget item and a record of disbursement preferably through the minutes of an ASB meeting.

NOTE: All schools should have clearly developed procedural accounting procedures and record keeping. Particular restrictions placed on the use of these funds are those specific rules and regulations as part of a schools membership in the WIAA.

- **ASB Funds are subject to special interpretation. It must be understood that all rules and regulations related to ASB funds are continuously being reviewed and subject to the legal opinions of state agencies.**