

Franklin High School 2015-2016

Managing your ASB Funds – Deposits and Withdrawals

ASB money must be deposited DAILY. Ms. Libert (Fiscal Specialist – Main Office) and Ms. McCann (Activities Coordinator – ASB Room) will assist you with this process. You will set dates for your fundraiser on the pre-approval form. Ms. McCann and Ms. Libert will anticipate you making deposits during each day of your fundraiser. Follow these easy steps to deposit ASB money.

Depositing ASB Money

After (1) submitting your meeting minutes and pre-approval form and (2) receiving permission to start your fundraiser ...

1. Your ASB organization will be assigned a cash-box or bag and provided with a receipt book, - you will pick up these items from Ms. Libert in the main office
2. Meet with Ms. McCann in the ASB Room by 12:30 to count lunch-time receipts or by 3PM to count after-school receipts (please allow for 5-10 minutes to make your deposit)
3. Complete a deposit slip (extra copies and assistance will be available in the ASB Room)
4. Take your deposit slip and your deposit – all cash, checks, and coinage intact – to Ms. Libert in the Main Office
5. Document your deposit in your ASB ledger and save the receipt of the deposit that Ms. Libert will provide you with. (You will need these receipts to complete the final reconciliation of your fundraiser; receipts will be included in the fundraiser file.)

Withdrawing ASB Money

The only way to spend ASB money is by way of a purchase order. Please follow PO procedures in order to withdraw funds from your account. Student organizations and individuals will not be reimbursed for unauthorized purchases. Follow these easy steps to withdraw ASB money.

1. Obtain a purchase order (PO) and number from the Fiscal Specialist BEFORE ordering or placing an order*
2. Make a copy of your completed PO for your fundraising records
3. Track all expenses in your ASB ledger
4. (If you are selling items): Create a daily inventory of items you will be selling and work with your advisor and Ms. McCann to find a secure space to store your items

*All purchases require the confirmation of funds availability and student approval (grades 6-12), and must comply with state and school district bid law requirements. The Purchase Order is to be completed prior to the purchase, not as a confirmation of an order placed in any other manner.