

ADMINISTRATIVE REGULATION

The purpose for raising and/or expending money by the student organizations shall be to promote the students' general welfare, morale, and educational experiences and to conduct activities on their behalf (Education Code 48930). The ROP may authorize any organization to maintain such activities, including fund-raising activities, as may be approved by the Superintendent or designee (Education Code 48932).

Approvals

Student organizations shall not engage in any financial activities until the ROP ASB Advisor approves their constitutions and bylaws and ensures that approved accounting standards have been established.

General Management

Student organization financial affairs shall be conducted in accordance with sound business practices, ROP policies, administrative regulations, the California Education Code, and any applicable state and/or federal regulations.

Expenditures

Student organization funds shall be expended in the following manner:

The student organization check request form must be completed and signed by the chapter advisor and signed by the ROP ASB Advisor.

The following are appropriate expenditures using student organization funds:

1. Awards, prizes, or incentives to students for excellence
2. Giving away ASB products or inventory (such as clothing, etc.) to students at an ASB-sponsored and approved activity
3. Food sales to adults, staff, and students
4. Fundraisers for charities and other non-profit organizations
5. Fundraisers for in-state and out-of-state field trips/travel
6. Lending or rental of ASB/club equipment between clubs
7. Equipment/supplies/clothing for ASB support staff

The following are examples of expenditures that are prohibited:

1. Fundraisers that could be considered high-risk
2. Fundraisers that use crowdfunding websites such as GoFundMe
3. Repurposing all fundraiser proceeds to use for different activities/events than originally planned
4. Salaries or benefits for ASB support staff
5. Purchase of gift cards for any reason, including awards

Deposit of Funds

Funds of any student organization shall be deposited into the financial institution account established by the ROP in the following manner:

1. Complete the Deposit Slip
 - a. The CTSO Treasurer should prepare the deposit slip. The CTSO Advisor and another student member verify the total deposit.
2. Separate each currency or coin by denomination before submitting it to the ROP Fiscal Services.
3. Attach support documentation for the source of the deposit (i.e., Career and Technical Student Organization Fundraising Approval Form, Donation to Career Technical Student Organization Form, etc.).

System of Accounting

The accounting records of all student organization chapters shall be transacted through the ROP business office in accordance with approved accounting standards and the ROP accounting procedures.

Financial Statements

All bank statements will be sent directly to the ROP business office. Within two weeks, the business office will reconcile the bank statement. The bank statement and reconciliation copies will be distributed to the ASB Chapter Advisor. Monthly financial statements of activity shall be submitted to the Board, Superintendent, and ASB Chapter Advisor. The monthly statement shall include the following:

1. Month and year of activity
2. Name of student body organization
3. Beginning balance
4. All deposits made
5. All expenditures
6. Ending balance

Audit

The financial records of student organizations shall be audited as part of the ROP's annual audit. Such audit shall be performed in accordance with the California Education Code. Costs for such audit will be paid for from the general fund.