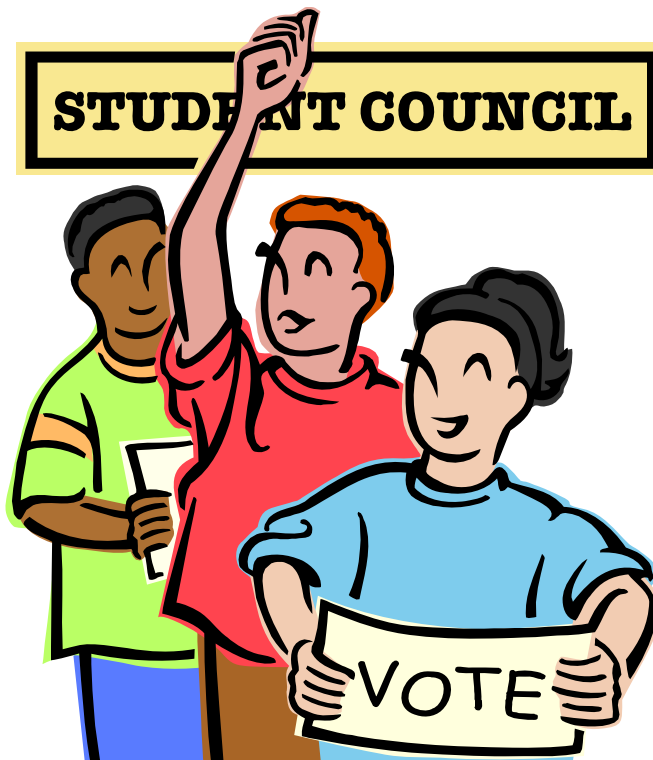


Publication No. 465

Student Body Policies and Accounting Procedures -
Secondary Schools



Los Angeles Unified School District
School Fiscal Services Division
Student Body Finance Section

Updated May 2005
(Revision January 2009)

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Student Body Funds - What are They...and How Can My School Get Them?



California State law allows any group of students within a school to organize a student body association, also known as an Associated Student Body (ASB), for the purposes of conducting activities on behalf of the school's students. However, the ASB must be approved by the Board of Education and be subject to its control and regulation. As such, the activities of the ASB cannot be in conflict with the Board's authority and responsibilities.

The Los Angeles Unified School District's Board of Education has authorized the establishment of ASB's for all of its schools and delegated the technical supervision and management of student body financial activities to the Student Body Finance Section of the School Fiscal Services Division.

Although the Board has authorized ASB's, in order to become operational at a school they must first have an approved constitution. A sample outline for an ASB constitution can be found in the Appendix. Minutes of each ASB meeting must be prepared by the ASB secretary and reviewed and approved at the next ASB meeting. A sample outline is provided in the Appendix. For secondary schools, the ASB is considered "organized", because it has an elected student body government and a student body advisor. In elementary schools, continuation, and adult schools the ASB is "unorganized" and decisions are made by a trustee, such as the school principal.

While ASB's are involved in a wide range of activities that promote the general welfare and morale of students, they can also sponsor activities that are specifically related to the generation of revenues. These activities are known as fundraisers. In addition to ASB fundraisers, the ASB can also be involved in other operations that generate income. This publication will explore these different fundraisers and income generating activities in subsequent pages.

Once an ASB is formed by having its constitution ratified by the school's students, the ASB's finance committee should develop a budget prior to sponsoring any fundraising or income generating activities. This budget will help the ASB in determining how much revenue needs to be generated in order to accomplish its goals for the year, as well as providing instruction on proper financial practices to the ASB leadership.

In the Los Angeles Unified School District, ASB preliminary budgets should be prepared in Spring for the following school year with the budget forms provided to each school by the Student Body Finance Section. One helpful tool for developing the preliminary budget would be to use the historical average of the prior three years' expenditure and income patterns. Of course, the average should be adjusted if any major event occurred in the previous year(s) that is not anticipated to occur in the current years' budget or if expenses or revenue changes are anticipated in upcoming years. In developing the revenue budget, the ASB should review the acceptable fundraising and

income generating activities listed in this publication, as well as the permitted expenditures prior to developing the expenditure budget.

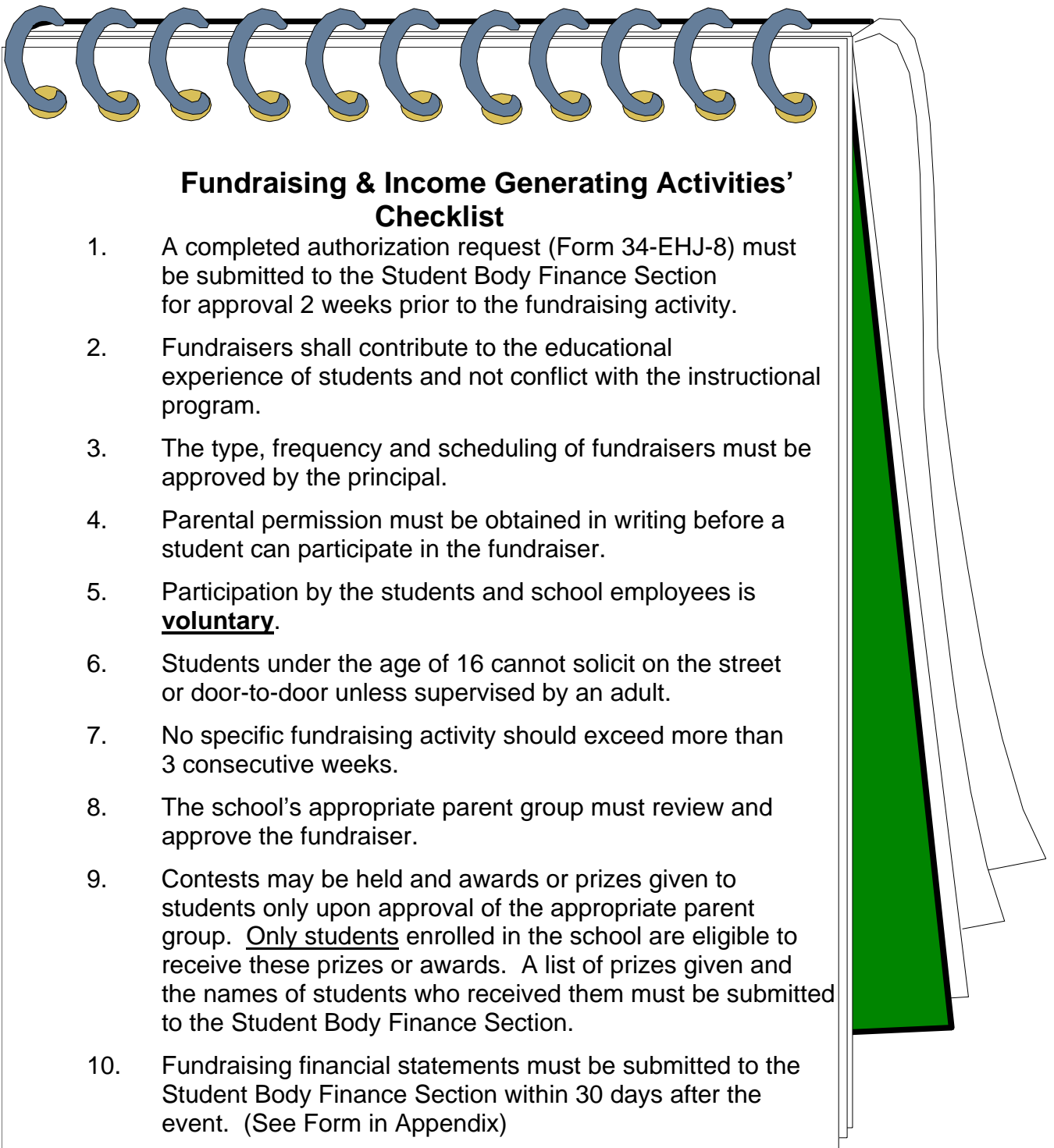
After the preliminary budget has been established, two copies must be submitted to the Student Body Finance Section for review. An annual memorandum from this Section provides the budgetary due dates. The preliminary budget is then subject to the deliberation of the next school year's ASB leadership or student finance committee (composed of the ASB treasurer, the principal, the ASB leadership sponsor, and the financial manager) who must either ratify or amend the preliminary budget prior to it becoming effective. Two copies of the approved budget must also be submitted to the Student Body Finance Section. Even after the ASB budget has been approved, the ASB leadership or student finance committee should periodically monitor revenues and expenditures to ensure that revenues will be sufficient and that acceptable financial practices are being followed.

Once the ASB budget has been developed, the school's principal is responsible for following several policies and procedures, prior to the ASB sponsoring a fundraiser, to ensure the safety of students and to ensure that fundraisers do not conflict with the Board's responsibilities. These policies and procedures are listed on the checklist on the following page.



AN ASB MUST HAVE AN APPROVED CONSTITUTION AND AN ANNUAL BUDGET.

MINUTES OF EACH STUDENT BODY MEETING MUST BE PREPARED BY THE ASB SECRETARY, AND MUST BE REVIEWED AND APPROVED BY THE ASB AT THE NEXT MEETING.



Fundraising & Income Generating Activities' Checklist

1. A completed authorization request (Form 34-EHJ-8) must be submitted to the Student Body Finance Section for approval 2 weeks prior to the fundraising activity.
2. Fundraisers shall contribute to the educational experience of students and not conflict with the instructional program.
3. The type, frequency and scheduling of fundraisers must be approved by the principal.
4. Parental permission must be obtained in writing before a student can participate in the fundraiser.
5. Participation by the students and school employees is **voluntary**.
6. Students under the age of 16 cannot solicit on the street or door-to-door unless supervised by an adult.
7. No specific fundraising activity should exceed more than 3 consecutive weeks.
8. The school's appropriate parent group must review and approve the fundraiser.
9. Contests may be held and awards or prizes given to students only upon approval of the appropriate parent group. Only students enrolled in the school are eligible to receive these prizes or awards. A list of prizes given and the names of students who received them must be submitted to the Student Body Finance Section.
10. Fundraising financial statements must be submitted to the Student Body Finance Section within 30 days after the event. (See Form in Appendix)

Once the policies and procedures on the checklist are reviewed and/or completed, your school's ASB is ready to sponsor/conduct a District-approved fundraising activity for the school's student body.

Student Body Funds - Fundraisers...What Can and Can't Be Done



As a school principal, you may have many ideas about how your ASB can raise funds for the student body and many individuals with their own fundraising ideas will possibly approach you. Unfortunately, not all of these ideas are appropriate for a school setting and some will not meet the guidelines established by the Board of Education.

Listed below are the three types of approved fundraising activities that an ASB can sponsor and the appropriate guidelines. Additional guidelines can be found on the "Activity Checklist for Carnivals and Other Events" from the Office of Environmental Health & Safety which is provided on page 15. If you have any questions regarding these, or any other proposed fundraising activity, please call your Local District Coordinating Financial Manager.

1. "A-thons" or endurance contests
 - a. Senior high schools may conduct walk, jog, cheer, sports, academic, dance, or other "a-thons" within reason. Middle schools may only conduct walk-a-thons and bike-a-thons.
 - b. "A-thons" must be held on the school's grounds.
 - c. Written parental permission should be obtained prior to student participation.
 - d. The school nurse should certify, as best as possible from available school records that the student is physically able to participate in the activity.
 - e. The "A-thon" should be well supervised and individual student condition/progress monitored.
 - f. The "A-thon" supervisors should have easy access to participant's current emergency cards.
 - g. The weather should be considered as to how it might affect student safety. (e.g. excessive heat, smog, rain, etc.)

2. Food Sales (not by the Student Store)
 - a. ASB sales of food during the school day must be limited to four times per year if during the school day or within 30 minutes of the end of the school day.
 - b. All food sold during the day must comply with the District Healthy Beverage and Obesity Prevention Motions. Please refer to the Food Services Branch's website at www.cafe-la.org for the most recent listing of approved beverages and snacks.
 - c. The Cafeteria Manager should be notified, in advance, of any food sales so that he/she can plan accordingly.

- d. The food items sold during the regular school day cannot be the same food items sold by the District in the Food Services Program at that school during the school day.
 - e. The food sold during the regular school day may not be prepared on the premises.
 - f. The food facility (location serving or preparing foods) must have a valid health permit.
 - g. Foods prepared outside of school premises cannot be served on school campuses unless the food preparers comply with rules set forth by the School Board, National School Lunch Program, Student Health Services Division, the Los Angeles County Health Department and the California Uniform Retail Food Facilities Law.
 - h. Food items **may not** be sold during the school day from vending trucks on school ground.
3. Fundraising “Drives”
- a. Public Appeals are drives in which relatives, friends, and neighbors are solicited, and the number of items sold is unlimited. Proceeds from a public appeal fund-raising activity may be credited to the student body or the PTA/approved parent group or shared between the student body and the PTA/approved parent group. Proceeds **may not** be credited to a student body club or to a booster club.
 - b. A fund-raising item which is not on the District’s approved list of healthy beverage or snacks **cannot** be sold before, during or within 30 minutes after the end of the school day.



REMEMBER TO REVIEW AND COMPLETE ANY REQUIREMENTS LISTED ON THE “CHECKLIST” PRIOR TO THE ASB HOLDING A FUNDRAISER

TEACHERS AND PARENT GROUPS ARE PROHIBITED FROM SOLICITING ON CAMPUS DURING THE SCHOOL DAY PER EDUCATION CODE SECTION 51520

CHARITABLE FUND-RAISING DRIVES

Charitable Fund-Raising Drives Approved by the Board of Education

Charitable Drives for some outside agencies, such as the Consolidated Charitable Campaign, are approved and authorized by the Board Of Education. Specific instructions for these drives are issued in a formal District bulletin. Authorization on Form 34-EHJ-8 is not required.

Charitable Fund-Raising Drives Initiated by the School

Schools are permitted to hold charitable fund-raising drives for out-of-school projects which are initiated by the faculty and students, and which can serve an educational purpose. The basic idea for the drive should be to permit the support of a worthy project of local or national interest. The following guidelines must be followed:

1. Prior approval must be obtained on Form 34-EHJ-8 "Request for Authorization for Student Body Expenditures and Receipts".
2. Contributions and participation by students and staff is **voluntary**.
3. As far as practical, school administrators should confine collections of money from students and staff to one day for any school-initiated charitable drive.
4. The student body may hold a dance or other entertainment or sale, and the proceeds may be donated to the charitable cause.
5. No contests shall be held, nor rewards or prizes offered or accepted in connection with the charitable drive.
6. No quotas shall be established or accepted in connection with a charitable drive.
7. An approved program in appreciation for the total effort may be held for the entire student body using general student body funds.
8. **General student body funds may not be donated to the charitable drive.**

Charitable Fund-Raising Drive Initiated by a Non-School Group

The following guidelines must be observed for any charitable drive initiated by a non-school group:

1. The school's participation in the publicizing of the activity is optional, and is at the discretion of the principal.
2. Any oral or written publicity at the school must include an appropriate disclaimer indicating that the activity is not sponsored, authorized, or in any way endorsed by either the school or the District.

3. Principals who choose to publicize these activities should observe the following:
 - a. Printed materials advertising activities may be made available for interested students in some convenient location such as the counter in the Main Office.
 - b. Posters may be displayed in appropriate locations that are approved in advance by the principal. Such posters must be accompanied by a disclaimer which states: "This activity is not sponsored or endorsed by either this school or the Los Angeles Unified School District. Pupils who participate in this activity may only do so as individuals and not as students attached to, or in any way representing, either the school or the school district."
 - c. Student attendance at any meeting or assembly to publicize an outside activity must be optional. Such meetings or assemblies are not to be held during instructional periods.
 - d. Sponsor sheets may be circulated only by students and at times and locations that are designated as free speech times and locations.
 - e. **There are to be no monetary collections or transactions for these activities at the school. District employees are not to be involved in any way with these transactions.**

Due to safety and liability issues the ASB is prohibited from sponsoring the following fundraising activities:



1. Raffles or games of chance
2. Rides, either mechanical or animal
3. Activities that include the use of darts or arrows
4. Activities in which objects are thrown at a live target
5. Dunking persons into water tanks
6. Destroying old cars or similar objects by hammers, etc.
7. Sales of cosmetics, used jewelry or used clothing.
8. Booths for manicures, pedicures and makeup, etc.
9. Activities which use a trampoline or mini-trampoline.
10. Car washes
11. Rummage sales

Student Body Funds – Income Generators...Not Exactly Fundraising



In addition to Fundraisers, the ASB can also sponsor other activities to generate income for the student body. Unlike fundraisers, approval *is not* required (except where noted) from the Student Body Finance Section for the following income activities, but the principal must ensure that the following guidelines are strictly observed. Additional guidelines can be found on the “Activity Checklist for Carnivals and Other Events” from the Office of Environmental Health & Safety which is provided on page 15.

1. Dances

- a. Admission can be charged but should be low enough to maximize student participation.
- b. Door prizes may be given at dances or other activities where the primary benefit to the ticket buyer is the dance or other activity and the prize is secondary.

2. Professional programs

- a. In general, students are not permitted to participate in entertainment with professional entertainers on or off the stage. However, students may, with discretion, examine objects. Under no circumstances are students to be handled by entertainers nor shall any student be caused embarrassment.
- b. Entertainers are permitted to furnish bleachers without cost to the school if prior approval is obtained from the Local District Maintenance and Operations Office. Inspection of bleachers by the Maintenance and Operations Branch is necessary before the performance. Students are not allowed to set up bleachers, benches, or other equipment.
- c. The entertainer, at no cost to the school, may provide posters. They must be truthful and may be used at the discretion of the principal.
- d. Entertainers must confirm in writing the share of profits, price of the tickets, and tax on concession items prior to the date of the event. Booking dates must be confirmed *in writing* at least three weeks prior to the performance. Notice of cancellation of a booking, either by the school or by the entertainer, must be given *in writing* at least two weeks prior to the performance.

3. Talent Show

- a. Limited to school personnel, PTA or approved parent group.
- b. Must be held on school grounds.
- c. Must only be held during nutrition, lunch, or after school.
- d. Must conform to standards of propriety.

4. Faculty Entertainment

a. Funds from performances, shows and entertainment activities by the faculty, a combination of students and faculty members, or by faculty members and other adults, for which an admission charge is made, must follow the guidelines listed below:

- i. Entertainment during the school day – Profits from day entertainment must be deposited to the general student body account. Faculty organizations of the school **cannot** share directly, or by trust fund designation, in the profits of day entertainment activities.
- ii. After School Entertainment – Profits derived from after school entertainment may be shared between the student body and the PTA or faculty organization provided that the faculty organization's share is approved in advance by the Student Body Finance Section. The faculty's profits must be held in a trust account by the student body for the direct benefit of its students. (e.g. Student Body Welfare Trust Fund, Student Body Library Book Trust Fund, Student Body Scholarship Trust Fund, etc)

In general, faculty organizations **cannot** use their share of the profits for their own direct benefit, such as purchasing furniture or equipment, refreshments, depositing profits in their own treasury, etc. However, if the faculty organization rented a school auditorium or other facilities and equipment for the night entertainment, in accordance with the terms and conditions set forth by the Real Estate Branch, the profits may be used for their own benefit.

5. Photography

- a. Photography may be used as an income producing activity at the discretion of the principal. It must conform to the accepted procedures outlined by the Student Body Finance Section.

Please refer to the special section in this publication titled "Photography" for more detailed information on policies and procedures.

6. Publications

- a. The ASB, financial manager and the principal shall approve in advance all contracts for school newspapers, yearbooks, and other publications. Three competitive bids must be solicited and evidence kept on file at the student store.
- b. The selling price of student body publications shall be set at a point, or a provision must be made in the student body budget, so that the maximum number of students may benefit from the publications, even though this may result in a loss.

- c. Appropriate advertisements can be sold for inclusion in the publications to raise income.

Please refer to the special section in this publication titled “Yearbooks” for more detailed information on policies and procedures.

7. Salvage Drives (Must receive prior approval from the Student Body Finance Section. use Form 34-EHJ-8)

Procedures

- a. At least two weeks before a drive, the salvage company must send the principal a written confirmation of the date and time of the drive, the price to be paid, and what materials are acceptable. This price is a firm commitment and must be carried through unless the company is granted a written release by the principal.
- b. Within ten working days after the drive, a check for payment of salvage materials and the accompanying weight slip* must be remitted to the school, PTA, or approved parent group. The check must be made payable to the school.

*This weight slip should be dated and timed appropriately to document the distance from the school to the scales of the weight master approved by the County Sealer of Weights and Measures. Salvage trucks cannot be weighed on public scales located on the salvage company's property.

Weight slips must be issued separately for paper and rags.

- c. Schools must provide the Student Body Finance Section written documentation whenever payments for salvage are in arrears or there are weight slip irregularities.

Guidelines

- a. Examples of appropriate drives include paper, plastic, rags, metal, cell phones and toner cartridges. “Glass” drives are not permitted.
- b. Collections held on a Saturday, Sunday, or an LAUSD holiday must have a District employee present to assume responsibility for securing all doors and gates.
- c. Paper and rags should not be stored within 10 feet of buildings, or on public property (sidewalks, etc.)
- d. Storage of paper should be as far away from recreation areas as practical and remain under supervision until removed by the salvage company.
- e. To prevent injury to students, precautionary measures should be taken to ensure that paper is tied in bundles not over 6 inches thick or weighing over 15 pounds in middle schools, or 12 inches thick or weighing over 30 pounds at senior high schools.

- f. The loading of paper onto the salvage company's vehicle is the responsibility of the salvage company. Students, parents, or school personnel may not be used.
- g. Salvage companies must agree to remove all debris from the collection area but are required to pay the school for only acceptable material.
- h. The use of roll-off containers on school grounds is generally prohibited. However, roll-off containers can be used for the collection of scrap aluminum provided that the container is placed where a truck does not have to drive onto the school's recreation areas.
- i. Salvage companies will be held responsible for any damage a truck causes to school property, including the blacktop area.
- j. The school is responsible for setting a deadline for bringing salvage items to the school grounds so that salvage trucks will not be kept waiting.

8. Rental of Student Body Owned Equipment (Sample Contract is provided below)

- a. Equipment must not be District-owned equipment.
- b. Rental is at the discretion of the principal.
- c. Rentals may be made for use on school grounds to any organization which functions as part of the District or to an organization that holds a Civic Center Permit.
- d. Rentals may be made to another District school or its student body for use on its grounds.
- e. Musical equipment can be rented to students.
- f. Equipment should not be rented indiscriminately and its use should be supervised.
- g. A deposit should be required to guarantee payment or replacement.
- h. It is recommended that rental fees be charged to outside groups for use of student-body owned equipment to cover reasonable depreciation and maintenance costs in accordance with a fixed schedule of fees.
- i. Suggested rental fees for student body owned equipment are as follows:

Item	Fee per activity
Each Additional microphone	\$10.00
Electric organ	\$50.00
Kiln	\$50.00
Lighting equipment	\$25.00
Marly Floor	\$125-150.00
Musical instruments rented to students	\$20.00 (annual fee)
Phonographs/Stereos/CD players	\$25.00
Piano	\$50.00
Projector, including screen	\$75.00
Public Address, exterior	\$100.00
Public Address, including 1 microphone	\$100.00
Slide projector, including screen	\$25.00

Spot and flood lights	\$20.00 (per unit)
Tape/cassette recorder	\$20.00

- j. Suggested labor charges for the operation of student body owned rented equipment are as follows:
- i. Students should be paid at least the current minimum wage with a two-hour minimum.
 - ii. Certificated staff should be paid at their current rate with a two-hour minimum.
 - iii. Time will begin 30 minutes before the time designated on the permit for opening and will continue 30 minutes after the time of actual closing.
 - iv. The principal will determine the number of persons/supervisors required for proper operation of the equipment.
 - v. Work permits are required for students under the age of 18.
 - vi. Incidental charges occasioned by the handling of payroll and applicable employment taxes and workers' compensation insurance will be computed by the financial manager.

SAMPLE CONTRACT FOR RENTAL OF STUDENT BODY-OWNED EQUIPMENT

We(I), _____ (name of organization or parent of student renting musical equipment) agree to the rental charges as stated for use of the following equipment owned by _____ School Student Body and to the charges as stated for the services of student and/or faculty operation and supervision of such equipment as follows:

<u>Equipment</u>	<u>Rental Fee</u>
_____	\$ _____
_____	_____
_____	_____

Student Labor (min. 2 hours) _____ hrs. @ \$ _____ per hour \$ _____
 Adult Labor (min. 2 hours) _____ hrs. @ \$ _____ per hour _____

Incidental charges (handling, compensation insurance, and payroll taxes) \$ _____
 TOTAL (rental and labor) \$ _____

We (I) agree to place a deposit of \$ _____ with the _____ School Student Body to guarantee payment or replacement of such equipment.

Date _____

 Signature of Representative of Organization (Parent of Student)

 Address

 Telephone Number

9. Services Charges and Fines

- a. Fees/services charges may be set at the discretion of the principal.
- b. A charge may be made for the cost of issuing duplicate activity cards related to voluntary activities of students.
- c. Students may be charged a fee for the opening of lockers. (The principal is responsible for implementing satisfactory procedures for locker service, and the financial manager should not be required to open lockers during nutrition or lunch periods.)
- d. A service charge may be imposed on “non-sufficient fund” checks.
- e. A charge may be made for the cost of issuing duplicate identification cards.

10. Shops, Art and Craft Classes

- a. ASB's may purchase material for resale to students in shop, art, and craft classes for use in producing items to be retained as the student's personal property.
- b. All purchases for resale should be based upon a purchase order issued by the financial manager.
- c. All payments should be supported by approved invoices in addition to the purchase order.
- d. A mark-up of 10% plus sales tax is suggested to cover expenses.

11. Student Body Activity Cards

- a. Student body activity cards may be sold at an all inclusive rate for any group of activities such as athletic admission, school newspaper, yearbook, entertainment, etc.
- b. Cards should be printed to show activities included in the price so that students will know what benefits they will receive.
- c. Individual activities should be made available to all students who do not hold cards, but not necessarily at the reduced rate included in the card.
- d. The student body finance committee should set the price of admissions and the activities covered by the activity card. A proportionate share of the total price should be allocated to support the various events.

12. Student Body Bank Accounts

- a. Interest earned on student body bank accounts is considered student body income.

13. Athletic Events

- a. Athletic events must be in accordance with league agreements and with policies and regulations of the Interscholastic Athletics Committee.
- b. Admission fees, television and radio rights, program sales, concession sales, in addition to the guarantee from schools' visited are all approved sources of income.

14. Concession Sales

- a. Agreements with firms for the concession sale of merchandise on school premises may be negotiated without submitting from 34-EHJ-8.
- b. Profits derived from concession sales in connection with general student body activities are general student body funds. However, if school clubs or graduating classes are running the entire operation, they may retain 100% of the profit.
- c. Section 80.73 of the Los Angeles Municipal Code prohibits the "...peddling, hawking, displaying for sale, soliciting the sale of, offering or exposing for sale, selling or giving away..." beverages or food of any kind within 500 feet of a school's property lines. For schools outside of the City of Los Angeles, vendors may not sell food or beverages within 1,000 feet of any school property. (7.62.071 Los Angeles County Ordinance)

15. Student Store Operations

- a. Student store sales of merchandise should offer a minimum of competition to local merchants.
- b. Merchandise offered for sale is limited to articles needed for school use such as the following:
 - i) For clubs – Pictures, pins, ROTC supplies and insignia, sweaters.
 - ii) Graduating Class – caps & gowns, cards & announcements, class pictures, senior portraits, senior sweaters, tassels. (Contract limited to one year. Three competitive bids must be solicited and evidence of the bid process must be kept on file at the student store.)
 - iii) Jewelry – school rings, necklaces and pins (Contract limited to one year. Three competitive bids must be solicited and evidence of the bid process must be kept on file at the student store.)
 - iv) Snacks/Beverages – Please refer to the Food Services Branch website at www.cafe-la.org for the list of approved items.
 - v) Miscellaneous Merchandise – binders, portfolios, notebooks, book covers, erasers, gym clothing, instructional materials, facial tissue, paper supplies, pencils, pens, school spirit items (pom-poms, beanies etc.)
 - vi) Shop/Craft Materials – art, craft, leather and jewelry materials, auto, metal, radio electronics, and wood shop material, ceramic and pottery material, and homemaking materials.



Other types of articles may be sold only after written approval from the Student Body Finance Section. Merchandise should only be purchased if it can reasonably be expected to sell in the course of one year.

16. Commissions



Office of Environmental Health and Safety
 333 South Beaudry Avenue
 Los Angeles, CA 90017
 Phone: (213) 241-3199
 Fax: (213) 241-6816



ACTIVITY CHECKLIST FOR CARNIVALS AND OTHER EVENTS

The following guidelines are recommended to ensure that a safe environment is provided for a successful event. The administrator or activity delegate is responsible for completing the form and fulfilling the requirements of the checklist.

Preliminary Procedures

- Secure authorization from the Fire Prevention Bureau, Schools and Churches Unit or the local City or County Fire Department. L.A. City 213-485-6044, L.A. City (Valley Bureau) 818-374-1110, L.A. County Fire 323-890-4132.
- Check for compliance with regulations outlined in the LAUSD Safety Handbook and applicable bulletins and memorandums.
- Check area suitability for the proposed activity.
- Include a detailed list of all games or contests, with the "Request for Authorization for Student Body Expenditure and Receipt "or "Notice of Intent".
- All events must comply with all LAUSD, city state and federal regulations.
- It is the responsibility of the school to verify vendors have proper liability insurance (Bulletin 24).

The Los Angeles Unified School District will not approve the following types of activities: Sharp Darts or Arrows , Throwing of an Object at a Person (pies, sponges, balloons, etc.), Dunking Pupils or Employees into Water Tanks, Destruction of Old Automobiles Using a Hammer or Other Means , Animal or Mechanical Rides, Trampolines; Climbing Walls ; Bungee Jumping Equipment, Gyroscopes , Giant Slides.

Activity Checklist

1. Booths, Bleachers, Platforms, etc.

- Install booths made of non-combustible or fire resistive materials (plywood, pressed wood at least ¼" thick or metal).
- Have Maintenance Personnel inspect temporary seating, bleachers, etc., authorized by Civic Center permits and/or the individual school with final approval from the Office of Environmental Health and Safety (OEHS).
- Bound chairs, over 500, in limits of 3-7; no loose chairs beyond 50% of stated room capacity.

2. Decorations

- Use flameproof material. No flammable materials permitted.
- Stage seats, curtains, draperies, floats, wrapping paper, streamers & signs should be made of flame retardant materials. Butcher paper may be used as a table cover if secured at all ends and no overhang.

3. Electrical, Fire, Lighting

- Apply for temporary wiring, lighting, and appliances usage through the Electrical Technical Unit prior to event.
- Do not use any open flames, flame producing devices, candles, oil lamps or lanterns.
- Have an adequate number of portable fire extinguishers with proper classifications available or garden hoses .
- Fireworks and pyrotechnic devices must have a Fire Department Fire Permit. This can be obtained through the local City or County Fire Department for the area the school is located.
- Barbeques and braziers are approved for use when permits are obtained by the L.A.F.D. Schools and Churches Unit or Authority having jurisdiction. Adults are permitted to use barbeques; no children may use equipment.

4. Food and Refreshments

- Food preparation areas must be fully enclosed & have a cleanable floor surface.
- Water must be supplied through a good grade hose or stored in approved good grade containers
- Hot water shall have a minimum temperature of 120 degrees
- All booths that handle non -packaged food (including beverages) must have hand wash facilities w/in the booths.
- All booths using utensils require a 3 compartment metal sink.
- Approved toilet facilities must be located w/in 200' walking distance of all food booths
- All food or beverages that have been stored or prepared in a private home may not be offered for sale or given away. The only exception is non-potentially hazardous bake goods or candy.
- All food and beverages dispensed through LAUSD cafeteria kitchens must have an LAUSD Food Service Representative on site.
- Follow all applicable Health and Safety codes.

5. Parking

- Arrange parking in designated areas with permission of Principal and locations must comply with Fire Department regulations.

6. Rubbish

- Provide metal containers or combustible waste material and empty them regularly
- Rubbish containers shall not obstruct aisles, pathways or exits.

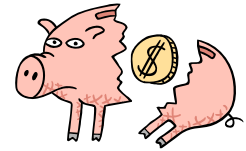
7. Salvage Drives

- Arrange for constant supervision in the use of material, proper containers and daily removal of salvage goods.
- Load and unload material by authorized personnel.
- Do not allow trucks exceeding 80,000 lbs. on campus.

8. Screens and Barricades

- Barricades shall not obstruct aisles, pathways or exits.
- Barricades shall be secured against falling.
- Do not chain any doors closed.

Student Body Funds – Expenditures...What Can and Can't be Done



Congratulations! After following established procedures and guidelines, your school's ASB has sponsored/conducted fundraisers and other income generating activities and raised money for the school's student body. While it may seem that the proper expenditure of student body funds can be a confusing and difficult topic to understand, it becomes clearer when the basic objective for ASB's is remembered.



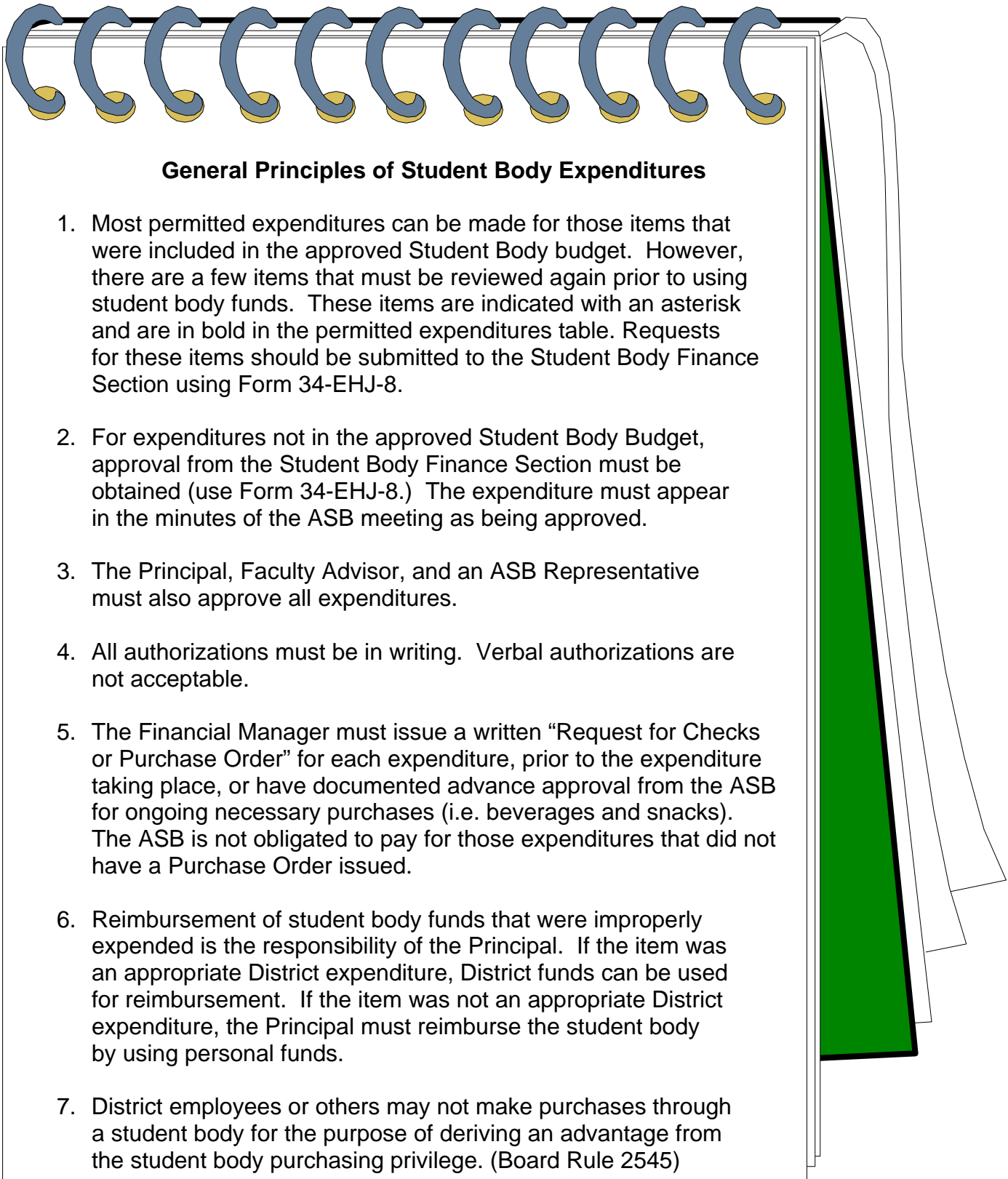
**The Basic Objective of a Secondary School
ASB's is:
TO PROMOTE THE GENERAL WELFARE
AND MORALE OF STUDENTS AND
TO CONDUCT ACTIVITIES ON BEHALF OF THE STUDENTS.**

As such, the major purpose for the expenditure of secondary student body funds must be to promote or assist a student body activity. This may be done by either:

- 1.) financing activities for non-instructional programs or
- 2.) assisting District-authorized student body activities.

Since student body funds belong to the students, expenditures of these funds must be for the benefit of all students, and in general, must be expended for the benefit of students currently enrolled in the school who have contributed in one way or another to the accumulation of such funds. If a long-range project is planned, funds may be set aside in a project reserve for that purpose.

Prior to any expenditure of student body funds, there are several general principles that must be followed. These principles are listed on the checklist on the following page.



General Principles of Student Body Expenditures

1. Most permitted expenditures can be made for those items that were included in the approved Student Body budget. However, there are a few items that must be reviewed again prior to using student body funds. These items are indicated with an asterisk and are in bold in the permitted expenditures table. Requests for these items should be submitted to the Student Body Finance Section using Form 34-EHJ-8.
2. For expenditures not in the approved Student Body Budget, approval from the Student Body Finance Section must be obtained (use Form 34-EHJ-8.) The expenditure must appear in the minutes of the ASB meeting as being approved.
3. The Principal, Faculty Advisor, and an ASB Representative must also approve all expenditures.
4. All authorizations must be in writing. Verbal authorizations are not acceptable.
5. The Financial Manager must issue a written "Request for Checks or Purchase Order" for each expenditure, prior to the expenditure taking place, or have documented advance approval from the ASB for ongoing necessary purchases (i.e. beverages and snacks). The ASB is not obligated to pay for those expenditures that did not have a Purchase Order issued.
6. Reimbursement of student body funds that were improperly expended is the responsibility of the Principal. If the item was an appropriate District expenditure, District funds can be used for reimbursement. If the item was not an appropriate District expenditure, the Principal must reimburse the student body by using personal funds.
7. District employees or others may not make purchases through a student body for the purpose of deriving an advantage from the student body purchasing privilege. (Board Rule 2545)

Once these principles have been reviewed and/or completed, your schools' ASB can begin to use the funds that it has worked so hard to raise. Expenditures of student body funds are permitted for the following items. If a proposed expenditure is not listed, please call your Local District Coordinating Financial Manager to determine whether it is an appropriate use of student body funds.

PERMITTED AND PROHIBITED STUDENT BODY FUND EXPENDITURES

Please refer to Bulletin 4591.0, "Secondary Student Body Organizations – Permitted and Prohibited Expenditures, Office of the Chief Financial Officer, January 7, 2009.



THOSE PERMITTED EXPENDITURES MARKED WITH AN ASTERISK AND IN BOLD NEED PRIOR APPROVAL FROM THE STUDENT BODY FINANCE SECTION, EVEN IF THEY WERE INCLUDED IN THE APPROVED STUDENT BODY BUDGET.

SPECIAL NOTES ON EQUIPMENT PURCHASE CONTRACTS

ASB's can contract for the purchase of equipment, supplies, maintenance contracts or services for a period not exceeding five years. However, before any contract is entered into, sufficient funds to meet the contract requirements must be identified in the ASB's budget. These funds shall be subject to withdrawals for progress and/or completion payments.

Available cash may be used to purchase equipment or a reserve fund can be established from the ASB surplus for the purchase of equipment at a future date. If a reserve fund is established then the following procedures must be followed:

1. Authorization to establish a reserve fund must be obtained by submitting a completed Form 34-EHJ-8 to the Student Body Finance Section.
2. When sufficient funds have been accumulated in the reserve account, a second request for authorization to purchase the equipment must be submitted on Form 34-EHJ-8. This second authorization must include the following:
 - a. The purchase price and estimated cost to install and inspect.

- b. Two copies of a plot plan location, or line drawing giving reference to adjacent buildings, and plans and specifications which indicate size, materials, mountings, or installation details. Pictures or brochures from the vendor are helpful in expediting the processing of requests.
3. Reserve funds for a specific project must be expended within a three-year period.

When installation is completed by a vendor, the ASB will be billed for the cost of the inspection by the District. No work should be considered complete nor final payments made until the Facilities Services Division, via the Area Facilities Services Director, has determined that District standards, specifications, and requirements have been met.

Student Body Funds – We've Earned Them...How Do We Safeguard Them?



While the safeguarding of your school's ASB assets (i.e., cash, equipment, and inventory) can seem overwhelming to a principal, each secondary school in the Los Angeles Unified School District has an individual whose job (among other duties) is to help the principal do just that. This individual is your school's Financial Manager (middle schools) or Senior Financial Manager (high schools). The following procedures and policies should be observed to safeguard student body funds and assets.

1. COLLECTION OF MONIES

- a. All monies collected from pupils on school premises, all monies for the student body, and all fundraising and income generating collections, with the exception of those from the PTA must be deposited through the school's student body finance office (student store) and be recorded in the proper account by the financial manager.
- b. Collections made by teachers, class and club sponsors, librarians and textbook clerks must be turned in to the finance office at least once a week as well as on the last calendar day of the month. If the last calendar day falls on a Saturday or Sunday, collections should be turned in on the preceding Friday.
- c. The Perpetual Inventory of Tickets (Form 63-HN-61) must be used to maintain inventory control of admission tickets. The first ticket of each roll must be attached to this form. Admission tickets must be pre-numbered with the price imprinted.
- d. Pre-numbered master receipts, prepared in triplicate, must be completed at the time cash or checks are received. The original copy is given to the payer and two copies are retained by the financial manager for the student body records.
- e. Receipts should never be erased or altered. If an error is made, the receipt should be marked "VOID", the financial manager should retain all copies, and a new receipt should be issued.
- f. Checks should be endorsed immediately upon receipt with the wording "FOR DEPOSIT ONLY"
- g. Personal checks from teachers or other staff members should never be accepted in lieu of the actual cash collections.
- h. Collections from organizations, individuals, groups, or instructional programs/classes that do not meet the definition of a student body organization, must not be recorded in student body accounts. Examples of groups whose monies should not be carried in the student body accounting records are the PTA, approved parent groups, faculty/staff funds and the school imprest funds.

2. BANK DEPOSITS/INVESTMENTS

- a. Student body funds must be deposited in an insured bank account or insured credit union account in the name of “(Name of School) Student Body”. Consideration should be given to the possibility of using interest earning accounts. Signatures of at least three District employees should be authorized at the bank.
- b. Student body funds must be deposited in financial institutions whose accounts are insured by the Federal Deposit Insurance Corporation (FDIC).
- c. Funds can be invested in state-chartered savings and loan associations and federal savings and loan associations, provided such associations are doing business in California and have their accounts insured by the Federal Savings and Loan Insurance Corporation (FSLIC).
- d. Funds can be invested in U.S. Savings Bonds Series F&G, notes, bills, certificates, debentures or any other obligations issued by the United States Government.
- e. No account or combination of accounts in the same institution should exceed \$100,000.
- f. Deposits should be made daily of all monies on hand. The Student Body Finance Section must approve all deposit schedules.
- g. Friday deposits are most important because of weekend hazards.
- h. Student body deposit slips must be prepared in triplicate. Two copies are sent with the bank deposit, and the other copy is retained with the student body records.
- i. Cafeteria deposit slips must be prepared in quadruplicate. Three copies are sent with the bank deposit, and the other copy is retained with the cafeteria accounting records. Cafeteria cash must be kept separate from student body cash, and must be accounted for separately. Co-mingling of funds is strictly prohibited.
- j. A duplicate deposit slip which is stamped by the bank teller must be obtained for each deposit (the receipt number(s) must be shown on the deposit slip)
- k. Care should be taken so that large sums of money are not kept on hand. In some cases a special trip to the bank may be necessary when large collections are received.
- l. The District contracts with armored car service companies to provide bank deposit service to secondary schools. The cost of this service is shared evenly by the student body fund and the cafeteria fund. Contract provisions allow for service from 1-5 days per week with service hours from 8:00 am to 4:00 pm. If further information is needed, please call (213) 241-2195.
- m. Money or securities taken from school premises to a bank or other financial institution should be entrusted only to a person authorized by the principal.

- n. If the bank returns a check that has been deposited, such as for non-sufficient funds or a closed account, the financial manager should immediately try to collect cash from the maker. The collection should include any service charges imposed. A school may also charge the maker an additional fee to cover the handling costs incurred by the student body finance office for the returned check. If the financial manager is unable to receive payment, the follow-up responsibility lies with the principal.

3. PETTY CASH

- a. The establishment of a petty cash fund is permitted, but is recommended not to exceed \$200.00.
- b. A petty cash fund may be established for making small cash expenditures, not to exceed \$25.00 per request, provided that the expenditure is permitted and all appropriate principles have been followed (See General Principles of Student Body Expenditures).
- c. A student body check issued to the employee responsible (usually the financial manager) is needed to establish the fund.
- d. When the petty cash balance becomes low, the fund should be replenished for the amount expended by issuing a check payable to the employee responsible for the fund.
- e. The expenditures should be debited to the appropriate student body ledger accounts on a monthly basis.
- f. Separate cash boxes must be used for petty cash and change funds. At no time should cash collections be co-mingled with the petty cash fund.
- g. Evidence supporting all petty cash expenditures must be kept on file, including all invoices and/or receipts.
- h. The petty cash fund must be closed out each year on June 30th as follows:
 - a. At traditional calendar schools, remaining cash must be acknowledged on a receipt and deposited in the student body account. Year-round schools do not need to close their petty cash fund. However, they do need to replenish the cash and charge expenditures to the appropriate accounts.
 - b. Expenditures should be posted on the computer by debiting the appropriate expense account and crediting petty cash.
 - c. The total of the cash and expenditures should equal the amount of the petty cash fund. If not, any differences should be researched and subsequently reconciled. Any differences that cannot be reconciled should be explained and then debited or credited to the short and over account.

4. DISBURSEMENTS

- a. The General Principles of Student Body Expenditures listed on page 17 govern *any type of expenditure* of student body funds, whether it is done by check or petty cash.
- b. Two authorized signatures are required on all checks, one of which must be a certificated school administrator. The other may be the financial manager.
- c. Supporting documentation should be reviewed prior to signing a check or purchase order.
- d. Blank checks should never be signed.
- e. Evidence supporting all expenditures must be kept on file in the student store and the documents stamped "PAID".
- f. Properly approved original invoices or receipts are required. Cancelled checks do not meet this requirement.
- g. An approved Petty Cash Voucher or Request for Check or Purchase Order is required.
- h. Expenses for an event **cannot** be taken directly from the proceeds of the event. Properly documented expenses must be paid by a student body check or petty cash.

5. SECURITY OF STUDENT BODY FINANCE OFFICE (STUDENT STORE)

- a. The door to the student store should be locked at all times. A peephole is recommended so that a visitor can be observed before the door is opened.
- b. The principal should determine the appropriate time when the student store shall be open.
- c. Student Store key issuance should be kept to an absolute minimum.
- d. Key issuance should be documented on the key inventory.
- e. Extra keys should be locked in a secure place.
- f. The safe should be strapped or bolted to the floor or to a concrete block in such a manner as to discourage or prevent its removal.
- g. The safe should remain locked when unattended.
- h. An alarm system may be installed in the student store using student body funds.
- i. In case of a break-in, immediately contact the local law enforcement office serving your school and the School Police Department and file a police report.
- j. Any losses must be followed up immediately with a written report to the Student Body Finance Section and the Office of Risk Management & Insurance Services.

6. CHECK CASHING AND ACCEPTANCE

- a. Personal checks cannot be cashed for anyone.
- b. Post-dated checks or two-party checks will not be accepted.

- c. Student Body payroll checks may be cashed for the payee.
- d. Student Body refund checks may be cashed for the payee.
- e. Checks may be accepted to purchase student body items.
- f. Checks to establish change funds or to establish and replenish petty cash may be cashed by the senior financial manager, financial manager or adult assistant.

7. EQUIPMENT AND INVENTORY

- a. Equipment owned by the student body must be labeled as such.
- b. Equipment must be labeled so that stolen or lost property can be easily identified and returned to the school's student body.
- c. Wooden or metal equipment may be effectively marked with electric engraving tools.
- d. Expensive items, such as musical instruments, can be marked with a code or initial that is not easily detected – i.e. school location code.
- e. Stenciling can also be done by the school or by the Local District Maintenance and Operations office by written request to the Area Facilities Services Director. Maintenance & Operations should be contacted for a written cost estimate.
- f. Inventory records on all student body-owned equipment must be maintained on a *current basis* for insurance coverage. This means that new items must be added when received, and equipment that has been transferred, sold, traded, discarded, lost or stolen must be deleted.
- g. Periodic physical inventory of equipment must be done to ensure that the records are kept current.
- h. An annual inventory report must be submitted to the Student Body Finance Section. (Form 30.10)
- i. Self-insurance is carried on student body equipment that is listed on the current annual student body equipment inventory (Form 30.10) However, items purchased after the annual inventory has been submitted are automatically covered.
- j. Equipment removed from student body offices for repair must only be taken by a properly identified person.
- k. Obsolete or damaged student store merchandise may be reduced to cost or below cost, whichever allows the merchandise to be sold.
- l. If all efforts to sell the merchandise fail, the merchandise can then be used as promotional prizes, donated to a worthy cause, or discarded. These options are at the discretion of the principal.
- m. Records of the disposition of merchandise must be maintained for auditing purposes.
- n. A journal entry, which has been properly approved by the principal, must be prepared to remove the merchandise from the student body accounting books.

8. INSURANCE

a. Self-Insurance Fund (Including Fire)

1. Secondary schools are self-insured for losses on equipment that is listed on the annual inventory, supplies, and cash.
2. The self-insurance fund pays 75% up to \$5,000, less \$200 on equipment and supply losses.
3. The fund pays 100% up to \$10,000, less \$200 on cash losses.
4. Claims are initiated with a theft/loss report from the School Police Department.
5. If repairs need to be made because of damage from forcible entry or vandalism, the Local District Area Facilities Services Director should be notified. However, the Facilities Services Division lock shop at Central Shops must repair safes that are damaged.
6. If money, supplies, or equipment are recovered, the School Police Department and Student Body Finance Section must be notified. Schools must reimburse the self-insurance fund for payments made on recovered property.
7. Premium payments are based on an analysis of the previous years' losses and available funds. Premium rates may differ between middle schools and senior high schools, but all middle schools are assessed the same premium as are all senior high schools. The Secondary School Student Body Activities Advisory Committee determines the premium rates. The Student Body Finance Section should bill each school's student body once a year, however subsequent billings may be needed as losses/claims increase.

b. Fidelity Insurance

1. A self-insurance fund protects student body organizations against loss of money or other property because of the dishonest act of a District employee.
2. Claims are initiated with a report by the principal to the Office of Risk Management and Insurance Services and the School Police Department.
3. Each claim has a \$50,000 deductible.
4. In order to avoid such losses, student body employees should be carefully screened before being allowed to handle cash.

c. Comprehensive Liability Insurance

1. Coverage for comprehensive liability is carried by the District to protect the District, student body organizations, and all their employees, while acting within the scope of their employment, against liability for negligence involving personal injury or damage to property.

2. Claim procedures are as follows:
 - a. The District's liability insurance contract requires that adjustment of claims be negotiated only between the insurance company and the claimants. Employees should not make statements concerning the settlement of claims.
 - b. All claims and communications filed at schools should be forwarded to the Office of Risk Management & Insurance Services immediately along with notations of time and place of filing and the name and title of the person served.
 - c. Accidents occurring on school grounds should only be discussed with authorized representatives of the District or the District's insurance carrier. Any correspondence, telephone calls, or visits from any persons should be referred to the Insurance Section.



THE PRINCIPAL IS THE TRUSTEE OF STUDENT BODY FUNDS AND IS ULTIMATELY RESPONSIBLE FOR STUDENT BODY FINANCIAL ACTIVITIES AND THE PROTECTION OF ITS ASSETS.

Student Body Funds – We've Earned Them and Kept Them Safe...How Do We Account for Them?



In addition to safeguarding student body assets, your school's financial manager is responsible for properly accounting for those assets. This section provides the general accounting policies and procedures that your financial manager must follow.

TYPES OF STUDENT BODY ACCOUNTS

There are four types of accounts that may be set up under the student body. These are:

1. **General Student Body Fund** – consists of monies that have been earned or received due to general student body participation. It is held in the name of the student body organization for the benefit of the students as a whole.
 - a. General student body funds ***may not*** be transferred or credited to any trust accounts.
 - b. Schools should keep a maximum of 60 days of operating funds in their student body checking account. Funds in excess of 60 days should be invested in accordance with the policies on investments cited in the previous section.
 - c. However, the maximum surplus that the ASB may have is:
 1. Middle Schools - \$20,000 plus \$20 per unit of ADA based on the statistical report prepared by the Attendance & Enrollment Section for the previous year.
 2. Senior High Schools - \$35,000 plus \$25 per unit of ADA based on the statistical report prepared by the Attendance & Enrollment Section for the previous year.
 3. The Student Body Finance Section and the Secondary School Student Body Activities Advisory Committee may periodically adjust these amounts/units.
2. **Project Reserve Accounts** – student body funds that are allocated and earmarked for certain specific purposes. Reserve accounts may also be established when gifts are given to the student body to accomplish certain purposes.
 - a. Reserve accounts need to be approved by the student body council, the principal, the financial manager and the Student Body Finance Section by submitting Form 34-EHJ-8.
 - b. The future project for which the funds are set aside must be reasonably expected to materialize within a three-year period. The new student body council may request an extension beyond three years or a cancellation of the project.
 - c. Reserve accounts can be set up from undesignated equity.

- d. Expenditures from the reserve account must follow the General Principles of Student Body Expenditures.
 - e. After the project is completed, any remaining balances should be transferred to the general student body fund, and the reserve account closed.
 - f. Once a reserve account is approved and established, it may not be used for any other purpose. If the original purpose becomes invalid, funds in the reserve account must be returned to the general student body fund.
3. **Clearing Accounts** – an account used for monies that are received and which are remitted promptly and in full to an appropriate payee, such as the District’s Consolidated Charitable Campaign. In addition, a clearing account can be used for collections of certain District monies which will be subsequently remitted to the District. These District collections are as follows:
- a. Lost and damaged library books.
 - b. Lost and damaged textbooks.
 - c. Library fines for overdue books.
 - d. Broken or damaged District equipment.
 - 1. The requisition for replacement of such equipment shall be made on a “Replacement of Equipment” form, accompanied by a statement indicating the items lost or damaged, the amount collected for each and the date the monies were submitted to the Accounting & Disbursements Division.
 - 2. Replacement of such equipment should be charged against the collection and not against the school’s apportionment.
 - e. Damage to District buildings (i.e. broken windows, doors, walls, etc.)
 - f. Broken or damaged gym padlocks supplied by the District.
 - g. Sanitary supplies.
 - h. District supplies used for student body purposes or personal projects.
 - i. Personal telephone calls.
 - j. Swimming pool tickets and other similar activities

All the above collections should be deposited in a clearing account on the student body books with a credit to the appropriate District account. A student body check for the amount collected should be made payable to the “Los Angeles Unified School District” and remitted to the Accounting & Disbursements Division by December 31st and June 30th of each year.

However, the proceeds from Item J should be remitted by check to the District on a monthly basis.

Forms used for the collection of fines and deposits of District-owned books and equipment may be requisitioned from the standard District Supply Catalogue.

4. **Trust Accounts** – monies recorded in the student body books that are held for a special group or organization. These are class or club accounts, certain scholarship accounts, youth services funds, or contributions received from outside sources for welfare purposes.
 - a. Funds in trust accounts ***must not*** be “borrowed” from one trust account to cover another account.
 - b. Trust funds may only be used for the purpose for which they are held, and at the discretion of the club officers or donors.
 - c. Trust fund balances should never be considered as part of the available cash of the general student body funds.
 - d. Funds raised by leadership activities ***should not*** be held in a trust account, they are considered general student body funds.

The following are the types of trust accounts that may be established and specific guidelines and policies:

1. Scholarship Accounts – there are two types that can be established:
 - a. “A” Scholarship Accounts
 - i) An “A” scholarship account is one from which an allowance is provided to a student for the purpose of enabling him/her to remain in school.
 - ii) It may be established by transfer of student body funds.
 - iii) It may be established by gifts from individuals or groups within the active student body. All student trust organizations are recognized as groups within the active student body organization.
 - iv) Money given to pupils from “A” scholarship accounts shall be considered a gift, but may be repaid at the will of the recipient.
 - v) The interest earned by an “A” scholarship account must be credited to the general student body account and not to the scholarship account.
 - vi) Scholarship accounts derived from student body sources shall not exceed \$5.00 per ADA for the preceding year. The Student Body Finance Section shall adjust this amount periodically. Should the “A” account total exceed the maximum indicated, the excess must be transferred to the general student body fund.

- b. "B" Scholarship Accounts
 - i) A "B" scholarship account is one established to assist a student attend a school of higher learning or the school he/she is attending.
 - ii) It may be established only from donations by individuals or groups, including clubs that are not active student body clubs.
 - iii) Monies given to a student from "B" scholarship accounts are considered a gift, unless they were accepted by the student as a loan.
 - iv) The interest earned by "B" scholarship accounts must be credited to the "B" scholarship account.

- 2. Youth Services Trust Funds consist of revenues from activities held after school and under the direction of personnel on the Youth Services payroll. These funds are subject to the same policies and procedures as student body funds to the extent feasible.

- 3. Clubs and Classes
 - a. No class (class means "graduating class" not individual classes) or club account may be overdrawn.
 - b. Any remaining balance in the account of a graduating class, after the class has had the opportunity to determine the disposition of the balance, shall be closed to the general student body account.
 - c. All class accounts should be closed no later than one year after graduation.
 - d. Any remaining balance in the account of a disbanded club, after the club has had the opportunity to determine the disposition of the balance, shall be closed to the general student body account.

- 4. Approved Parent Group
 - a. The parent's group share of proceeds from moneymaking events cannot be carried as a trust account.
 - b. Proceeds of activities must be carried in a separate bank account in the name of the organization. The treasurer's books and accounts shall be open to audit by a committee of members, one of whom shall be the principal.
 - c. Upon dissolution of the group, all funds shall be transferred to the school's general student body fund.
 - d. However, if the group is dissolved to form a PTA, funds may either be transferred to the PTA or to the general student body fund. The Student Body Finance Section shall be

advised in writing of the date of dissolution and the disposition of funds.

- e. More information on guidelines and the requirements of establishing approved parent groups can be found in the section of this publication title "Need Help?...Boosters, PTA's, Approved Parent Groups".



OFF-CAMPUS CLUBS, PTA, IMPREST FUNDS, STAFF/FACULTY ASSOCIATIONS, APPROVED PARENT GROUPS AND BOOSTER CLUBS CAN NOT HAVE THEIR MONIES CARRIED ON THE STUDENT BODY ACCOUNTING BOOKS

TYPES OF REQUIRED STUDENT BODY REPORTS

The Financial Manager is responsible for preparing the variety of financial reports that are listed in this section. In addition, the principal or the Student Body Finance Section may request special reports. Copies of all financial reports must be provided to the principal who may review them with the student body leadership or finance committee. Special year-end closing procedures can be found in the Year-End Closing bulletin issued by the Student Body Finance Section.

1. Monthly Reports
 - a. Employee Master Payroll Detail (W-2)
 - b. Receipts and Deposit Listing
 - c. Cash Disbursements Report
 - d. Monthly Transaction Report
 - e. Trial Balance
 - f. Balance Sheet (must be posted on the school bulletin board or other permanent place at the school)
 - g. Bank Reconciliation (a copy must be provided to the principal)
2. Quarterly Financial Reports
 - a. Balance Sheet
 - b. Trial Balance (Final Trial Balance for June reports only)
 - c. Consolidated Profit and Loss Statement
 - d. Profit and Loss Statement by Department
 - e. Profit and Loss Statement by Department Activity (send P&L statements of resale items as listed in your Preliminary Inventory Report)
 - f. Ending Inventory Report (include detailed inventory reports of all resale items)
 - g. Equity, Cash, Investment Summary Report

- h. Journal Entry Report
- i. Post-closing Trial Balance (for June reports only)
- j. Bank Reconciliation
- k. Pre-Fiscal Year Backup (for June reports only)
- l. Remittances to the District for damaged property and lost or damaged textbooks must be made by December 31st and June 30th.

Reports listed in a-k must be completed and submitted to the Student Body Finance Section as of the close of December, March and June. The December and March reports are due no later than 15 calendar days after quarter's closing date. The June report is due no later than the last E-basis assigned date (approximately mid-July). The Student Body Finance Section will notify schools of this date annually. If schools are delinquent in submitting their financial reports, the appropriate Local District Superintendent will be notified. Failure to submit required reports within the specified time period may result in disciplinary action.

3. Sales & Use Tax Reports –

- a. Must be prepared and submitted to the State or Federal agencies by the due date to avoid penalties and interest charges. Financial Managers could be held responsible for these charges.
 - 1. The student body is required to pay tax on the sale of all taxable articles.
 - 2. A Retail Seller's Permit should be obtained from the State Board of Equalization if the school is selling taxable items. This permit is valid until revoked.
 - 3. The current sales tax rate must be used for the combined state and local taxes. To determine sales tax when sales tax is included in gross sales, multiply gross sales by the applicable percentage. The Student Body Finance Section will provide the applicable rate.
 - 4. Tax payments must be made on gross sales of all taxable items whether sold by the student body or vendor, even though the items may have been donated.
 - 5. Sales tax collected from all activities held on school grounds by the student body and/or approved parent group, should be carried on the student body books until remitted to the State Board of Equalization.
 - 6. When a student club or group sells T-shirts or sweatshirts imprinted with the school logo, the profit is non-taxable. The tax paid to the vendor is sufficient, provided that the sales are intermittent.
 - 7. Sales of yearbooks and/or newspaper are not subject to sales tax. However, yearbook and newspaper components, such as newspaper mattes, pictures, and engravings, are subject to tax.

4. Federal & State Employer Reports

1. Quarterly and annual tax returns, including federal and state income tax, state employee training tax, FICA, SUI, SDI, W2's and 1099's must be prepared in conformance with state and federal laws. Additional information can be found in this publication in the section titled "Employee salaries and Other Related Issues".

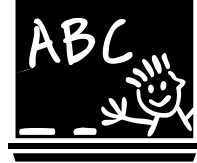
RETENTION AND DISPOSITION OF STUDENT BODY FINANCIAL REPORTS

1. All accounting records, such as cash receipts and disbursements records, journal entries, etc. must be retained permanently.
2. All other records are to be destroyed in accordance with bulletins issued each year regarding the disposition of student body records.
3. The financial manager should supervise the disposition in order to insure complete destruction.



FINANCIAL REPORTS SHOULD BE REVIEWED FOR ACCURACY AND REASONABLENESS. REASONS FOR SUBSTANTIAL FLUCTUATIONS FROM ONE STATEMENT PERIOD TO THE NEXT SHOULD BE DETERMINED AND DISCUSSED WITH THE PRINCIPAL. COMMENTS REGARDING THE FLUCTUATIONS SHOULD BE INCLUDED AT THE BOTTOM OF THE FINANCIAL REPORT.

Student Body Funds – Student Clubs and Classes...How Do They Work?



The ASB is considered the “umbrella organization” under which student clubs and graduating classes (such as the Class of 20XX) can operate and generate revenues to enhance their specific activities. Just like an ASB, student clubs and graduating classes must follow certain policies and procedures prior to being formed and prior to sponsoring fundraisers.

An illustration of a spiral-bound notebook. The spiral binding is at the top, with blue rings. The notebook has a white cover with a green spine. The pages are white and slightly fanned out on the right side.

Procedures for Student Clubs and Classes

1. Every school-sponsored club/class must have a constitution containing by-laws approved by the ASB leadership and school principal. The constitution must:
 - a. Contain a statement that all members must be students who are presently enrolled in the school.
 - b. Contain a statement that there is no affiliation with any non-school club, any political or religious organization, or with any organization which denies membership on the basis of race, color, creed, or political belief. (Board Rule 2262)
2. Minutes of club meetings must be recorded and approved by Club members.
3. Clubs/classes must be self-supporting through club/class fees and club/class fundraising activities. They **cannot** be subsidized by general student body funds.
4. Every school club/class must be sponsored by a member of the school faculty subject to approval by the principal.
5. The sponsor shall approve the time and place of all meetings and events.
6. The sponsor must attend all meetings, events and activities.
7. The sponsor is responsible for the annual budget of the club/class which must be submitted in accordance with the established rules approved by the principal.
8. The sponsor is responsible for the supervision of the collection of any funds from students or other personnel.

Club/Class Fundraising

Only after a school's club/class has been properly established can fundraising activities occur. Clubs/classes must follow the guidelines on the "Fundraising & Income Generating Activities' Checklist" found on page 3 of the Publication. Permitted and prohibited fundraising activities are the same as for the general student body. A detailed listing can be found under the section "Student Body Funds – Fundraisers...What Can and Can't Be Done".

In addition, clubs/classes can generate revenues through:

- a. Dues, assessments and donation from members.
- b. Income from entertainment, dances, parties, etc. attended by club/class members only.
- c. Sale of club or class sweaters, emblems, insignia, cards, announcements, photography, etc. to members of the club/class.
- d. Special off-campus sales that are limited to club members and their immediate family.

Revenues generated through these activities belong to the club/class. However, if the club/class fundraiser is an "on-campus" activity during school hours, then no more than 50% of the profits can be credited to the club/class trust account, (Board Rule 2528) and the remainder must be credited to the general student body account. If the club/class fundraiser was approved as an "off-campus" activity, but members openly carry merchandise during the instructional day, it will be assumed that members are selling "on-campus" and the profits must be divided equally between the club/class trust account and the general student body account.

Procedures for the Collection and Disbursement of Club/Class Monies

As indicated in "Procedures for Student Clubs and Classes", the club/class sponsor is responsible for the collection of any monies. In order to safeguard assets and ensure proper accounting practices, the sponsor must follow the procedures listed below:

1. All monies collected for the club/class must be supported by approved collection forms.
2. All monies collected must be deposited with the student body finance office and acknowledged on a pre-numbered master receipt.
3. Personal checks cannot be substituted for cash collected.
4. Total collections that are \$25 or more, along with the collection form must be turned in daily. Money not turned in to the student body finance office and acknowledged on a pre-numbered master receipt is not covered by insurance.
5. All collections must be turned in prior to any weekend or holiday, and on the last school day of the month.
6. Authorization for expenditures of funds must be approved by the class/club sponsor, member, or designated class/club officer and principal.

7. Requests for expenditures of funds must be submitted in advance, by the sponsor, to the financial manager by using a "Request for Check or School Purchase Order".
8. Club expenses can only be paid by check.



CLASSES/CLUBS MUST BE SELF-SUPPORTING AND CANNOT BE SUBSIDIZED BY THE GENERAL STUDENT BODY FUND. PROCEEDS FROM ON-CAMPUS FUNDRAISING ACTIVITIES MUST BE SHARED WITH THE GENERAL STUDENT BODY FUND.

Special Notes for the California (Junior) Scholarship Federation (CSF) (CJSF) and Epehebian Societies.

1. Pins may be purchased from general student body funds. However, this policy is optional and is subject to the approval of the school principal.
2. Pins (for service) can be earned by providing tutoring or a similar activity to the general student body.
3. Insignia **cannot** be purchased using student body funds.
4. Membership dues can be paid by using general student body funds.

Special Notes for Shop, Art and Home Economic Type Classes

Instructors in classes who sell and order items that will later become the personal property of their students are responsible for the collection and safeguarding of any monies collected for materials, etc. As such, the following procedures and policies must be followed:

1. Receipts for monies collected must be issued and the following guidelines must be observed:
 - a. If collections are \$25 or less for each item, or if the item has the same sales price, a class receipt can be used. Students should sign the receipt and indicate the amount paid. Care should be taken to insure that the amount indicated is correct.
 - b. If collections are greater than \$25, an auxiliary receipt must be used. However, if the item has the same sales price, a class receipt may be used.
 - c. If collections are made by the student body finance office, the financial manager will issue an auxiliary receipt.
2. Total collections that are \$25 or more, along with the collection form must be turned in daily. Money not turned in to the student body finance office and acknowledged on a pre-numbered master receipt is not covered by insurance.

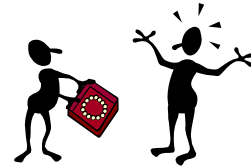
3. All collections must be turned in prior to any weekend or holiday, and on the last school day of the month.
4. Personal checks cannot be substituted for cash collected.
5. At least 50% of the estimated cost must be collected from the student prior to starting any major project.
6. The shop or class cannot operate at a loss.
7. An annual inventory of student-body owned material must be prepared.

Special Notes for Homeroom Classes

When homeroom teachers are required to collect money from student for various purposes, **they** are responsible for the collection and safeguarding of any monies collected. As such the following procedures and policies must be followed:

1. Receipts for monies collected must be issued and the following guidelines must be observed:
 - a. If the amount is \$25 or less or if all paid amounts are the same, a class receipt may be issued. Students should sign the receipt and indicate the amount paid. Care should be taken to insure that the amount indicated is correct.
 - b. For all other collections, an auxiliary receipt should be issued by the teacher. The white copy is given to the student and the yellow copy remains in the book as a permanent record.
 - c. All monies and receipts turned in to the student body finance office must be acknowledged on a master receipt, with the original receipt being given to the homeroom teacher.
 - d. The master receipt will be cross-referenced by the financial manager to the class or auxiliary receipts.
2. Total collections that are \$25 or more, along with the collection form must be turned in daily. Money not turned in to the student body finance office and acknowledged on a pre-numbered master receipt is not covered by insurance.
3. All collections must be turned in prior to any weekend or holiday, and on the last school day of the month.
4. Personal checks cannot be substituted for cash collected.

Student Body Funds – Gifts, Transferring Assets, Etc....What Can Be Done?



Gifts (donations) by individuals, groups, or organizations may be made to either the District for use at a specific school related to the instructional program, or to the student body for student activities. Gifts/donations to the school must be made according to the policies in Business Services Division, Bulletin No. C-66, titled “Donations”. Gifts to the student body must be made according to the following policies:

1. Cash Donations to the Student Body
 - a. Requires authorization on Request for Authorization for Student Body Expenditures and Receipts Form (34-EHJ-8). However, cash donations may be received and held in the custody of the school’s student body pending authorization.
 - b. Donation must be recorded on the student body books.
 - c. The donation is subject to the same policies and procedures for expenditures as for the student body.
 - d. Each donation must be separately identified for auditing purposes.
 - e. A list of donors should be prepared annually. The list should include the amount of the donation and the intended purpose.

2. Donation/Gifts other than Cash
 - a. Requires authorization on Request for Authorization for Student Body Expenditures and Receipts Form (34-EHJ-8). Items may be stored on the school site pending authorization.
 - b. Equipment items also require a Request For Inspection and/or Installation of Student Body Equipment.
 - c. Computer equipment must be functional.
 - d. A Request for Authorization (Form EHJ-34-8) for donations of equipment which will require the services of the Business Services Division for approval, should be submitted prior to May 1 so that transactions may be completed before the school year ends.
 - e. Donations/Gifts of intrinsic value, if not acceptable for student body use, may be traded or sold by the student body, provided that two or more bids are obtained. The sale is subject to sales tax and a Request for Authorization for Student Body Expenditures and Receipts (Form EHJ-34-8) must be completed. Advice on such sales can be obtained from the Student Body Finance Section.

3. Donations/Gifts to the Student Body from Classes or Clubs
 - a. Donations/Gifts of money, materials, or equipment from classes/clubs requires authorization on a Request for Authorization for Student Body Expenditures and Receipts Form (EHJ-34-8), and the approval of the

student body council. A letter from the club/class authorizing the disbursement must be attached to Form EHJ-34-8.

- b. Donations/Gifts identified as coming exclusively from a particular student group must be financed entirely by the group, including any installation and other incidental expenses.
- c. Classes and clubs may contribute towards the funding of a project that is undertaken by several clubs, classes, or the student body.

Transfers of Student-Body Assets

There may be certain circumstances when student body-owned *equipment* and *other non-cash items* can be transferred to the District. Please be aware that secondary school student bodies cannot donate money to the District to purchase items for use in the instructional program. For non-cash donations/transfers to the District, the following procedures and policies must be followed:

1. Equipment still in use by the student body for the majority of the time may not be donated to the District.
2. Equipment may be offered to the District only after 51% of its estimated usable life from the date of acquisition (gift or purchase) has expired.
3. Authorization for the transfer of student body-owned equipment should be made on a Request for Authorization for Student Body Expenditures or Receipts Form (EHJ-34-8).
4. When the transfer is completed, the item should be deleted from the student body inventory and re-marked to indicate ownership by the Los Angeles Unified School District.
5. When the transfer is completed, the District may move the equipment to any location.
6. When the transfer is completed, a claim for its replacement cannot be made to the student body self-insurance fund.
7. The District assumes no obligation for replacement of the equipment.
8. In case of loss, replacement of the now District-owned equipment is dependent upon availability of equipment replacement funds.
9. Student body funds cannot be used to maintain or repair equipment that has been transferred to the District.

Sale or Trade of Student Body Assets

The sale or trade of student body obsolete equipment may be made under the following conditions:

1. A Request for Authorization for Student Body Expenditures or Receipts Form (EHJ-34-8) must be completed.

2. No District equipment can be sold or traded in lieu of student body-owned equipment.
3. Obsolete equipment may be discarded at the discretion of the principal.
4. Obsolete equipment that is disposed of must be removed from the student body inventory list.
5. When selling equipment, it is recommended that at least two bids are received in order to assure the best return to the student body. The amount of the sale must be recorded on the Request for Authorization (Form EHJ-34-8) and sales tax must be paid.
6. When trading equipment, the description of the transaction including the trade allowance must be shown on the Request for Authorization (Form EHJ-34-8).
7. Transactions with District employees may be made under the following conditions:
 - a. The purchase, sale, exchange, or repair of equipment from, to, or by District employees or members of their families is discouraged and should be entered into only after thorough and documented investigation and appraisal by acknowledged competent neutral parties.
 - b. These transactions must be authorized on a Request for Authorization (EHJ-34-8) form.

DIVISION OF ASSETS

When there is a transfer of students due to the opening or closing of a school, the following policy is to be implemented regarding the division of student body assets:

1. A computation will be made by the Student Body Finance Section to determine each student's share of ownership in the surplus and reserves in their school of origin.
2. The amount transferred to the receiving school will be equal to the total share of ownership that the students being transferred have in their school origin.
3. When there is a transfer of students due to a grade level reconfiguration, there will be no division of assets.
4. Division of student body equipment shall be mutually acceptable to the principals involved. Disagreements and final approval shall be resolved by the appropriate Local District Superintendent(s) and the Student Body Finance Section.



ANY DONATIONS, GIFTS, TRANSFER OF ASSETS, ETC., TO OR FROM THE STUDENT BODY MUST BE APPROVED BY THE STUDENT GOVERNMENT AND HAVE RECEIVED APPROVAL BY A "REQUEST FOR AUTHORIZATION FOR STUDENT BODY EXPENDITURES OR RECEIPTS" FORM (EHJ-34-8)

Student Body Funds – Employee Salaries and Other Related Issues



Student Body funds can be used to pay for certain individuals that are providing a service to the student body. However, in all instances, approval must be obtained from the Student Body Finance Section by submitting a Request for Authorization (Form 34-EHJ-8) **prior to** hiring or contracting with any individual.

Policies and Guidelines Regarding Non-District Personnel

1. An ASB may hire student or adult employees to perform work related to the conducting of student body activities, and to assist the financial manager.
2. Salary rates and hours employed must be provided to the Student Body Finance Section for approval. In no case can the salary of an adult assistant be equal to or exceed that of a Financial Manager.
3. Salary rates paid to students must meet the minimum wage law if the work location is other than the school of attendance.
4. Withholding and other tax regulations must be followed with respect to all salaries or wages paid to adult and student employees. (Please refer to subsequent section titled “Taxes”.)
5. Work permits are required for all employees under the age of 18. This includes students under the age of 18 who are assigned to operate and care for student body-owned equipment when it is rented to outside organizations and rental charges are made by the student body. However, students receiving only meals for working do not need a work permit.
6. More detailed information on employing students can be found in “California Child Labor Laws”, published by the State of California, Department of Industrial Relations, Division of Labor Standards Enforcement. This document is available at www.dir.ca.gov/DLSE/dlse.html, and then clicking on “Publications”.
7. Employment of adults requires authorization on Form 34-EHJ-8.
8. All adult student body employees must be fingerprinted and tested for tuberculosis before authorization can be given to begin work.
9. Adult student body employees who are regularly assigned and work more than 20 hours or more per week, can purchase health insurance by working through the Auxiliary Services Section of the School Fiscal Services Division. The District shall not contribute toward the payment of premiums, and all such

contributions shall be made by the ASB and/or the student body employee. The determination of the premium paid by the ASB shall be made by the school site principal, financial manager, and the school's student body finance committee, but is subject to the approval of the Student Body Finance Section of the School Fiscal Services Division. If applicable, the employee will assume the remaining costs of the premium.

10. Student body employees may not be directly supervised by any person who is a relative. Definition of a relative can be found in Personnel Commission Rule 720. Personnel Commission Rules can be accessed on-line at www.lausd.net by selecting "Offices" and then "Personnel Commission".

Policies and Guidelines Regarding Certificated Personnel

1. Certificated Personnel may be paid from student body funds in the following circumstances:
 - a. For individuals on the Master Salary Schedule, payment using student body funds may be made if the individual is performing duties not related to the individual's assignment or the individual's assigned school. For example, if an administrator serves as a referee in a post-season game where his/her school is not involved, then he/she may receive payment from student body funds.
 - b. For individuals on the Preparation Salary Schedule, payment using student body funds may be made if the individual does not have an activity or coordinating differential. If the individual receives a differential but the differential is not related to the duties performed for the student body, then payment may be made using student body funds. For example, 1.) a teacher who does not receive a differential may receive payment for supervision of students at a football game, 2.) a teacher who receives a differential for coordinating the school's annual musical production may receive payment for supervision of students at a football game.
 - c. Extra-curricular assignments for student body shop use may be made if: 1.) authorization is received by submitting Form 34-EHJ-8, 2.) the hours paid are outside the normal workday hours, 2.) the individual is not receiving a differential related to the extra-curricular activity, 3.) the payment does not exceed the amount which may be earned in a supplemental assignment (see Personnel Guide A29, Assignments – Multiple). 4.) payment must be supported by a time sheet, 5.) extra-

curricular assignments between June 30 and September 1 are not recommended and require special authorization on Form 34-EHJ-8.

- d. The individual responsible for organizing and directing each annual invitational basketball tournament held during the winter break may receive an appropriate payment from the basketball tournament fund, even though the individual may receive a differential.
- e. In many schools, the athletic director, who receives a differential, performs the duties of the stadium manager. If the school wishes to hire an additional individual to serve as stadium manager, the individual can receive payment from student body funds as long as no differential is received.
- f. In some schools, the drama teacher, who receives a differential, performs the duties of both director and choreographer. If the school wishes to hire an additional individual to serve as choreographer the individual can receive payment as long as no differential is received.



WITHHOLDING AND OTHER TAX REGULATIONS MUST BE FOLLOWED WITH RESPECT TO ALL SALARIES OR WAGES PAID. (PLEASE REFER TO SUBSEQUENT SECTION TITLED "TAXES".)

2. Certificated Personnel **may not** be paid from student body funds in the following circumstances:
 - a. For individuals on the Master Salary Schedule, payment using student body funds may not be made if the individual is performing duties related to the individual's assignment or the individual's assigned school. For example, administrators can not receive payment from student body funds for supervision of any school-sponsored activity related to the school to which they are assigned.
 - b. For individuals on the Preparation Salary Schedule, payment using student body funds may not be made if the individual has an activity or coordinating differential related to the services they were providing. For example, 1.) a teacher who receives a differential as the Student Government Advisor may not receive payment for work performed on the Student Body Handbook, 2.) a teacher who receives a differential for training the school's drill team may not receive payment for supervision at football games, 3.) a band director may not receive payment from student body funds for supervision of the band during non-school time if the band director receives a coordinating differential.

Taxes on Student Body Payments

1. Withholding Taxes

- a. Withholding tax regulations must be followed with respect to all salaries and wages. A W-2 Form is issued annually by the financial manager, to all student body employees who have received student body payments.
- b. Employer's Tax Guide (Circular E) should be obtained from the Internal Revenue Service for instructions relating to withholding, deposit, payment, and reporting of federal taxes. (The website for the IRS is www.irs.gov)
- c. Employers Tax Guide, which can be obtained from the California Department of Benefit Payments, contains instructions relating to withholding, deposit, payment, and reporting of state withholding taxes. (The website for the Employment Development Department is www.edd.ca.gov)

2. F.I.C.A. (Social Security)

- a. F.I.C.A. regulations must be followed with respect to all salaries and wages.
- b. A report is required quarterly on Form 941. See the Employer's Tax Guide (Circular E) for instructions.

3. Medicare

- a. F.I.C.A. regulations must be followed with respect to all salaries and wages.
- b. A report is required quarterly on Form 941. See the Employer's Tax Guide (Circular E) for instructions.

Please Note: In some instances, monthly deposit is required if the combined F.I.C.A., Medicare, including the student body's share plus any federal withholding tax exceeds a specified amount.

4. SUI/SDI, State Employee Training Tax

- a. Student body associations are subject to state unemployment, state disability insurance, and state employee training tax on all employee earning in a quarter. The only exception are students that are employed by their own school's student body association.
- b. SUI/State Employee Training Tax is the portion paid by the student body (employer) and is computed on a quarterly report at the rate prescribed by the California Employment Development Department (EDD).
- c. SDI is the portion paid by the employee. A percentage is deducted from wages of employees. The rate is prescribed by the California Employment Development Department (EDD).

Policies and Guidelines for Officials at Athletic Events

1. Officials and doctors are independent contractors and are not subject to withholding taxes or employment taxes. W-9's must be obtained and kept on file for each independent contractor prior to disbursing checks.
2. Payment should be made by check to the individual officials and doctor.
3. If a last minute substitution of an official is made, issues listed in item 1 must still be followed and payments must be mailed to the official.

Policies and Guidelines for Independent Contractors

1. Independent contractors are those businesses or individuals who perform certain work for the student body on a contract basis. They are not employees of the student body. Examples would be a D.J. or a band for a student body dance.
2. Payments to an independent contractor, who performs work normally performed by a certificated sponsor, cannot exceed the differential that would have been paid to the sponsor.
3. Independent contractors are responsible for their own payroll taxes. As such, no payroll taxes should be withheld from a payment to an independent contractor.
4. A 1099 (Miscellaneous Income) Form must be issued to the independent contractor on an annual basis and filed with the State of California.

Student Body Funds – Yearbooks....Additional Information



Most secondary schools will contract with a publication company and/or photographer to provide services to the ASB. This section describes the policies and procedures, as well as the responsibilities of involved parties to ensure that these activities are performed and completed in an acceptable manner. A sample Yearbook contract and a sample Yearbook Ad contract are provided at the end of this section.

GENERAL POLICIES AND GUIDELINES FOR YEARBOOKS

1. Each ASB shall solicit competitive written bids from at least three publishers and shall not obligate themselves for a period exceeding one year. A sample contract is provided at the end of the appendix of this publication.
2. The principal/designee, yearbook advisor, financial manager, photographer and publisher should meet sometime during the prior year to discuss procedures, contractual agreements, individual responsibilities, and other phases of the yearbook production.
3. The financial manager should be consulted with regard to the financial aspects or problems of prior yearbooks, especially as it relates to sales and advertising.
4. The price, size, number of pages (color vs black and white), number of yearbooks, etc., should be agreed upon by the principal, yearbook advisor, financial manager and publisher prior to signing the yearbook contract. Co-signers of the contract should include the principal, yearbook advisor, financial manager, and publisher.
5. The size of the yearbook should be determined by reviewing projected income from sales and advertising versus the budget. Responsible individuals should be aware that added pages and the volume of yearbook sales will affect the cost of producing yearbooks. Schools that wish to increase the size of their yearbooks must realize that additional advertising may be needed to cover the additional costs.
6. Advertising in the yearbook is optional, but any advertisers should prepay or be required to sign a binding contract for payment of the ad. Copies of any agreement should always be provided to the financial manager. A sample advertising contract can be found in the appendix of this publication.
7. The yearbook should be priced as low as possible so it is within reach of a majority of the students at the school. The sales price of the yearbook may be discounted as part of the purchase incentive of an activity card, or price discounts can be offered as part of an “early sales” promotion.
8. Yearbook sales may be scheduled throughout the year at the discretion of the principal.
9. Performance bonds may be required to cover any deficiencies of publishers, or a penalty clause may be put into the contract that would protect the student body in the event that the agreement is not followed.

10. To avoid penalties, contract should include the publisher's responsibilities to inform the principal and advisor when deadlines are in danger of not being met. The contract should also include a written schedule so that each person concerned with the publication will clearly understand their individual responsibilities and deadlines.
11. In the event that yearbooks remain unsold, the general student body and not the classes, is responsible for bearing the loss.
12. Unsold yearbooks should be retained as follows: 0-5 years old – retain all unsold copies; 5 years and older – minimum 10 yearbook copies.

PRINCIPAL'S RESPONSIBILITIES WITH REGARD TO THE YEARBOOK

The school principal is ultimately responsible for all the activities involved in the production of a yearbook. However, the school principal should arrange for an early meeting with the yearbook advisor, financial manager, photographer, and publisher to agree on all phases of yearbook production. In addition, the principal is responsible for monitoring and checking periodically to verify that all production deadlines are being met.

FINANCIAL MANAGER'S RESPONSIBILITIES WITH REGARD TO THE YEARBOOK

The financial manager is responsible for:

1. Meeting with the principal and yearbook advisor to establish lines of responsibility with regard to all phases of production and distribution.
2. Signing all agreements, especially the publishing contract, to insure that details on quantity and basis cost, cost of alterations, color processing, delivery, payment dates, etc. are included.
3. Issuing purchase orders to bind agreements.
4. Advising yearbook staff on budgetary items and computations of selling price.
5. Insuring adequate advance publicity with regard to sales periods.
6. Selling yearbooks and submitting periodic sales reports to the principal and yearbook advisor.
7. Providing updated lists of paid and unpaid advertisers to the principal and yearbook advisor.
8. Disbursing funds only after the terms of the agreement have been satisfied.
9. Formulating methods of distribution with emphasis on strict accountability of books issued and/or sold. (Use of a picture ID for purchase and pick-up is highly recommended.)
10. Establishing a firm policy with regard to dealing with the problem of lost yearbook sales receipts.

YEARBOOK ADVISOR'S RESPONSIBILITIES WITH REGARD TO THE YEARBOOK

It is the responsibility of the yearbook advisor to:

1. Screen and select staff. (Current regulations regarding participation in extra-curricular activities must be followed.)
2. Develop a budget, master calendar, publishing deadlines, and schedule of school activities and adhere to them.
3. Keep the principal informed on information such as printer delays, delinquent payments, over-extending the budget, increases beyond page quota, or any other factors that affect the general yearbook program.
4. Make periodic evaluation of work accomplished and make adjustments whenever necessary.

PUBLISHER'S RESPONSIBILITIES WITH REGARD TO THE YEARBOOK

The publisher is responsible for:

1. Stating in the contract, in plain language, all of the items to be included in the yearbook publication. If any extra charges are to be made, they should be carefully and clearly outlined.
2. Accepting an agreement as being valid only when accompanied by a properly signed purchase order from the financial manager.
3. Attending a meeting early in the Fall with the principal, yearbook advisor, financial manager, and photographer to preplan the details of the publication and its delivery.
4. Establishing picture, copy, materials deadlines, and delivery dates.
5. Using a system of communication so that school site administrators may be kept informed of all approaching deadlines, delinquencies, receipt of materials, and other pertinent data. Publishers should keep the principal aware of any missed deadlines by written communication. Copies of all communications shall be sent to the yearbook advisor and the financial manager.

PHOTOGRAPHER'S RESPONSIBILITIES WITH REGARD TO THE YEARBOOK

It is the responsibility of the photographer to:

1. Have a clear understanding of his/her responsibility in agreeing to produce individual senior portraits, faculty portraits, group and activity pictures usually required in the publication of the yearbook.
2. Have the photographic agreements between the school and the photographer signed by the principal and financial manager in May or June for the following year.

3. Attend a meeting in the prior school year with the principal, yearbook advisor, financial manager, and yearbook publisher to preplan the details of the publication and its delivery.
4. Set dates for the taking of the senior portraits during the summer so that senior glossy prints can be sent to the publisher in time to meet yearbook deadlines. As soon as the dates for taking the portraits are determined, the photographer should give the yearbook advisor an approximate date when the finished glossy prints for the yearbook can be delivered.
5. Take group and activity pictures far enough in advance to allow enough time to deliver the proofs to the yearbook staff so they can prepare the pictures and send to the publisher.



ALL MONETARY COLLECTIONS FROM STUDENTS MUST BE DEPOSITED WITH THE FINANCIAL MANAGER AT THE SCHOOL'S STUDENT STORE.

NEITHER STUDENTS NOR THE STUDENT BODY CAN BE CHARGED FOR AN INITIAL STUDENT I.D. PICTURE

SAMPLE YEARBOOK AGREEMENT

This agreement, enter into this ____ day of _____, 20____, by _____ School Student Body hereinafter referred to as "Student Body" and _____ hereinafter referred to as "Publisher," in consideration of mutual promises herein contained, do hereby:

THE PUBLISHER AGREES:

1. That this contract is for the 20____ yearbook only;
2. That ownership of all material used in the production and/or reproduction and the finished yearbook belongs to Student Body;
3. To obtain a performance bond in the amount of _____, and to produce proof of the bond, to cover any deficiencies on the part of Publisher;
4. To notify the Principal and yearbook advisor of _____ School when deadlines are in danger of not being met;
5. To indemnify and hold harmless the Los Angeles Unified School District, Student Body, its staff, agents, and volunteers for any losses, claims or injuries arising from the production, handling, and/or delivery of the yearbooks;
6. To remit to the State Board of Equalization any applicable sales taxes pertaining to this contract under California Seller's Permit (Sales and Use Tax) No. _____;
7. To be responsible for any loss which may occur in undelivered orders;
8. To return to the school all materials provided for the publication, production and/or duplication

THE STUDENT BODY AGREES:

1. To provide Publisher with content materials for the yearbook;
2. To accept no advertising that is detrimental to the Publisher;
3. To maintain accurate accounting and receipts of all yearbook purchases;

BOTH PARTIES AGREE:

1. To comply with student body fund requirements;
2. To adhere to the agreed-upon deadlines and specifications for the yearbook, including the price, size, number of pages, number of color pages, number of yearbooks, and any other specifications agreed to in Exhibit A, which is incorporated by reference into this Agreement;
3. To regularly communicate and meet when necessary, as determined by the Student Body, to meet all deadlines for publication;
4. To ensure that no commissions or other expenditures will be contingent on the number of yearbooks ordered;
5. To insure that individual students who purchase yearbooks shall not be charged to cover the costs of the services provided by the Publisher other than those costs directly related to the publication of the yearbook.

Accepted by:

Print Name of Principal

Print Name of Publisher

Signature of Principal

Signature of Publisher's Authorized Representative

Date

Date

SAMPLE YEARBOOK AD CONTRACT

Los Angeles Unified School District
Sunset High School
333 S. Beaudry Ave.
Los Angeles, California 90017
Telephone (213) 241-7000

Roy Romer
Superintendent of Schools
John Smith
Principal

THE TROJAN

Name of Firm (please print) _____

Address _____

City _____ Telephone _____

AD PRICES 1/2 page - \$100.00, 1/4 page - \$65.00, 1/8 page - \$45.00, 1/16 page - \$30.00

With the purchase of a 1/2 page or larger ad, an ad-photograph will be taken free.
With purchase of a 1 page ad, you will receive a free copy of the yearbook.

I HEREBY AGREE TO PLACE A _____ PAGE ADVERTISEMENT IN THE (_year_)
SUNSET HIGH SCHOOL TROJAN. I AM AWARE THAT THIS ADVERTISEMENT WILL
COST \$ _____ AND MUST BE PAID IN FULL BY _____. I KNOW THAT,
BECAUSE THE YEARBOOK WILL NOT BE COMPLETED UNTIL JUNE, _____ (year),
I WILL NOT BE ABLE TO SEE MY AD PRIOR TO PAYMENT.

Date

Signature of Merchant

Business Name

Telephone Number

DEPOSIT PAID \$ _____ BALANCE DUE \$ _____

Description of ad: _____

FOR STAFF USE ONLY

Faculty Advisor _____ Student Solicitor _____

Deposit _____ Balance _____ Paid in Full _____

Art work needed _____ Photograph needed _____ Date _____

Page number in book _____ Invoice sent _____ Number _____

Student Body Funds – Photography....Additional Information



The ASB may use photography as a revenue-producing activity at the discretion of the principal, and in accordance with accepted procedures as outlined by the Student Body Finance Section. These guidelines are listed below and a sample photography contract is provided at the end of this section.

1. Schools will make their own arrangements with a photographer for their senior portraits, I.D. pictures, senior prom, activity pictures, etc. Neither students nor the student body can be charged for initial I.D. cards, student picture books, teacher/staff pictures.
2. The principal and the financial manager shall request competitive written bids from at least three photographers. Evidence that at least three bids were solicited must be kept on file at the student store for audit purposes.
3. Photography contracts may not extend beyond one year. The contract must include the photographer's California Seller's Permit Number and a statement that the photographer agrees to pay all sales tax related to the photographic sales agreement.
4. Mobile photography units can be used by a school photographer on school grounds. However, in addition to the regular contract, the following procedures should be followed:
 - a. While moving equipment onto school grounds, extreme care should be taken to see that no students are in the path of the equipment.
 - b. Entrance steps to the mobile unit should be properly protected.
 - c. The contract with the student body to take pictures should include a "hold harmless" clause in favor of the student body and the District. The student body, the District, or the school site administrators should assume no responsibility for equipment or its use while on school grounds.
 - d. The mobile unit should carry \$100,000 to \$300,000 liability insurance as recommended by the Office of Risk Management & Insurance Services.
 - e. Any wiring that is needed for the operation of the mobile unit which is attached to the school premises must be inspected by the Facilities Services Branch. The purpose of the inspection is to determine the load on school facilities and the adequacy of connections between the school and the mobile unit according to District rules and regulations.
5. A list of student names and addresses compiled from District records may not be released to the photographer.
6. All monetary collections on school grounds for photography shall be deposited with the financial manager in the school's student store.
7. No discounts or other gratuities may be given by the photographer to individual students, teachers, administrators, or other school personnel. This does not apply to the commission or sitting fee designated in an approved contract.

Evidence of individual discounts, gratuities, or gifts will be considered sufficient for disqualifying a photographer from further participation in the LAUSD's photography program.



ALL MONETARY COLLECTIONS FROM STUDENTS MUST BE DEPOSITED WITH THE FINANCIAL MANAGER AT THE SCHOOL'S STUDENT STORE.

RESPONSIBILITIES OF THE PHOTOGRAPHER FOR PROJECTS NOT RELATED TO THE YEARBOOK AND SENIOR PORTRAITS

The responsibilities of the photographer under a separate agreement for senior prom and other pictures not related to the yearbook, are listed below.

The photographer must:

1. Have a clear understanding of his/her responsibility in agreeing to produce required pictures.
2. Have the photographic agreements signed by both the principal and the financial manager.
3. Provide, as soon as the date for taking pictures is determined, the date when the finished pictures will be delivered.
4. Provide all personnel necessary for the sale, production, and delivery of all photographs, and to keep accurate records of receipts.
5. Show samples and submit, prior to the sitting, special school price lists to each individual. No high pressure sales methods may be used to obtain orders.
6. Notify each individual purchasing photographs exactly when and where the photographs will be delivered to the school.
7. Guarantee all work and service unconditionally to each individual purchasing photographs.
8. Be responsible for any loss which may occur in undelivered orders.
9. Furnish to the school, and to each individual purchasing photographs, duplicate copies of individual receipts for monies collected.
10. Be responsible for the collection and remittance of sales tax to the State Board of Equalization related to the sales of photography.

RESPONSIBILITIES OF THE PHOTOGRAPHER FOR SENIOR PORTRAITS AND YEARBOOK

Please refer to the Publication's previous section on Yearbooks.

**Student Body Funds –
SAMPLE PHOTOGRAPHY AGREEMENT**

This agreement, entered into this _____ day of _____, 20____ by _____
School Student Body hereinafter referred to as "Student Body" and
_____, hereinafter referred to as the "Photographer": in
consideration of mutual promises herein contained, do hereby:

THE PHOTOGRAPHER AGREES:

1. To make an individual sitting of each senior for the yearbook, submit 4 or more proofs size 3 ½" x 5" and to deliver to the yearbook staff one retouched glossy print from the proof selected by the senior, for the sum of \$_____ plus sales tax. This amount shall be paid by each individual senior to the photographer at the time of the sitting. When individual portraits are ordered by the senior at the time of the sitting, proofs shall be taken, some in coat or dress, and some in cap and gown, at no added cost,*
2. To guarantee uniform head size and background;
3. To provide all personnel necessary for the sale, production, and delivery of all photographs, and to keep accurate records of the receipts;
4. To show samples and submit special school price lists to each individual senior, prior to the sitting, but to use no pressure sales methods to obtain orders;
5. To notify each individual purchasing photographs, exactly when and where the photographs will be delivered at the school. This date will be mutually agreed upon;
6. To mail all proofs to all individual seniors, directly to their homes;
7. To guarantee unconditionally all work and service to each individual senior, as well as to the school;
8. To be responsible for any loss which may occur in undelivered orders;
9. To make _____group and activity photographs at specified times, mutually Agreed upon, and to supply to the yearbook adviser one glossy print of each, according to size specifications.
10. To furnish to the school and to the seniors duplicate copies of individual receipts for monies collected from seniors;
11. To collect and remit to the State Board of Equalization, under California Seller's Permit (Sales and Use Tax) No. _____, all sales tax due on all photographs sold.

THE STUDENT BODY AGREES:

1. To give the photographer reasonable notice as to when his services will be required;
3. To accept no advertising that is detrimental to the photographer;
4. To notify the parents of the name of the official senior portrait photographer for the coming year.

BOTH PARTIES AGREE:

1. To comply with student body fund requirements;
2. To ensure that no commissions or other expenditures will be contingent on the number of individual packets purchased;
3. To ensure that individual students who purchase photo packets shall not be charged to cover the costs of services provided by the photographer, including but not limited to student or staff identification cards.

Accepted by _____ Date _____
Principal

Photographer _____ Date _____
Photographer

* Usually 8 or more proofs are taken.

c: Financial Manager/Yearbook Advisor

Need Help?...Boosters, PTA's, Approved Parent Groups



In addition to raising funds through your school's Associated Student Body (ASB), there are other types of groups that can raise funds for your school. In many cases, the funds that are raised by these organizations have more flexibility, in terms of expending them, than those generated by the ASB. This section describes those groups and provides guidelines for their operations.

Parent-Teacher Associations and Approved Parent Groups

PTA's and approved parent groups (PTO's) are organizations that are separate legal entities from the District. Prior to any involvement with one of these organizations, the school administrator should ensure that the organization has provided the school with appropriate documentation showing their independent legal status, i.e. nonprofit or 501 (c) (3) status. A copy of the bylaws is not sufficient documentation. In addition, these organizations are required to have sufficient liability insurance to operate their organization and meet the District's minimum insurance requirements. Each group should contact the Office of Risk Management & Insurance Services (ORMIS) for current insurance requirements. ORMIS suggests that PTA's and PTO's contact a commercial insurance agent to discuss securing liability insurance for their organization. Other possible resources can be found at www.ptoinsurance.com and www.ptotoday.com.

For "Special Events", the District has an underwriting facility that allows for the purchase of a reasonably priced special events liability policy to cover the specific event. PTA's and Approved Parent Groups (PTO's) should contact the Office of Risk Management & Insurance Services at (213) 241-3987 for further information.

The PTA is an auxiliary organization to public schools. It is made up of parents, teachers, and community people who all work together for the best interest of the children. PTA's are established in accordance with State regulations. A PTA may make a monetary or an approved non-monetary gift to the ASB. Gifts require the submission of a "Request for Authorization for Student Body Expenditures and Receipts" (Form 34-EHJ-8) to the Student Body Finance Section, as well as to the PTA District Office at least 30 days prior to an expenditure of funds.

An Approved Parent Group is an organized group of people, other than the PTA, that must conform to the regulations (described above) prescribed by the District. The objectives and purpose of the Approved Parent Group must relate to the health and welfare needs of public school children. An Approved Parent Group may make a monetary or an approved non-monetary gift to the ASB. Gifts require the submission of a "Request for Authorization for Student Body Expenditures and Receipts" (Form 34-EHJ-8) to the Student Body Finance Section.

Both of these groups can have “cooperative activities” with the Associated Student Body. A cooperative activity is one in which the students participate with either the PTA or the Approved Parent Group in a fund-raising activity through planning, conducting and/or sharing of proceeds. Approval for the cooperative fund-raising activity must be obtained in advance using Form 34-EHJ-8, and the roles and responsibilities of the parent group and student body must be clarified prior to any joint activity. However, while both groups are allowed to engage in cooperative activities, **a school can only have either a PTA or an Approved Parent Group – NOT BOTH.**

Proceeds from a public appeal fundraising activity may be credited to the student body or the PTA/approved parent group, or shared between the student body and the PTA/approved parent group. This distribution of proceeds should be state on Form 34-EHJ-8 prior to the fundraiser being held. Proceeds **may not** be credited to a student body club or to a booster club.

Funds raised through a cooperative activity with an approved parent group must initially be carried on the student body books. However, after all expenses are paid, and the profits of the fundraiser determined, a student body check must be sent to the approved parent group (PTO) for its share of the profit. The student body share of funds raised through a cooperative activity with an approved parent group must remain on the student body books.

Due to this change in past policy, there may be funds belonging to an approved parent group (PTO) that are currently carried on the student body books. These funds must be either closed out to the student body surplus or deposited in the organization’s own bank account, based upon the mutual agreement between the school principal and the approved parent group members. If the parties involved cannot reach a satisfactory agreement, the final decision is made by the principal. If the approved parent group’s (PTO) members do not want to set up a separate legal entity, they have the option of joining the PTA or volunteering to assist with fundraisers on behalf of the student body.

As always, contributions and participation by students and employees in a fundraising activity must be entirely voluntary.

The PTA or approved parent group, as separate legal entities, must review and approve any student body fun-raising activity separate from the student body review and approval process.

Procedures for Forming An Approved Parent Group

The following procedures must be followed when forming an Approved Parent Group (referenced forms can be obtained from the Student Body Finance Section):

1. An “Application to Form A Parent Group”, along with the constitution and bylaws, and proof of independent legal status, must be approved by the principal,

- reviewed by the Student Body Finance Section, and forwarded for approval to the appropriate Local District Superintendent or Division of Special Education.
2. A "Certificate of Insurance" for the parent group, including a ten-day cancellation notice is required. This Certificate must be sent to the Student Body Finance Section.
 3. An Approved Parent Group must abide by the following guidelines:
 - a. The group shall be non-partisan and non-sectarian in membership and purpose.
 - b. Membership in the group must be open to all parents who have children in the school, to school staff, and school site administrators.
 - c. Any membership fee must be a reasonable amount.
 - d. The officers of the group must be elected annually by popular vote.
 - e. The principal of the school shall be a member of the group's Executive Committee.
 - f. Robert's Rules of Order or a similar code shall govern the procedures of the group. Minutes of the meeting must be kept and read for approval at succeeding meetings. Action taken by the Executive Committee shall be reported to the membership at large.
 - g. All Regular, Executive Committee, or Committee meetings which involve the participation of any school personnel shall be held at the school. The principal must approve any exceptions.
 - h. The principal shall approve speakers and entertainers who are invited to appear before the Approved Parent Group and/or students.
 4. New schools are required to observe a six-month waiting period prior to the formal organization of an Approved Parent Group.
 5. Approved Parent Groups shall be subject to standards and procedures with regard to finance as are stipulated by the Student Body Finance Section.



A SCHOOL CAN HAVE AN APPROVED PARENT GROUP OR A PTA, BUT NOT BOTH.

BOOSTER CLUBS

Booster Clubs and other non-school organizations/groups, other than the PTA and Approved Parent Group, are considered to be separate entities. Booster Clubs can raise funds for a school, but unlike a PTA or an Approved Parent Group, **they cannot conduct joint fundraising activities with the student body. Booster Clubs should not be conducting fundraising activities on campus during school hours.**

Booster Clubs must follow the guidelines listed below:

1. Booster Clubs must be properly organized under the laws of the state, county, and city. They must raised funds independently of the ASB, just as a Kiwanis

- Club, Lions Club, Chamber of Commerce or other professional organization raises funds.
2. Booster Clubs are separate legal entities from the District. Prior to any involvement with a Booster Club, the school administrator should ensure that the organization has provided the school with appropriate documentation showing its independent legal status.
 3. A Booster Club is required to have sufficient liability insurance to operate its organization and meet the District's minimum insurance requirements. The Office of Risk Management & Insurance Services (ORMIS) can be contacted at (213) 241-3987 for current insurance requirements. ORMIS suggests that a Booster Club contact a commercial insurance agent to discuss securing liability insurance for their organization.
 4. Booster Clubs wishing to use District facilities need a Civic Center permit under provisions of Board Rule 1301-02. Any services of classified staff must be paid for by the Booster Club. For "Special Events", the District has an underwriting facility that allows for the purchase of a reasonably priced special events liability policy to cover the specific event. Boosters Clubs should contact the Office of Risk Management & Insurance Services at (213) 241-3987.
 5. Students or staff assisting with a Booster Club activity shall not interfere with the instructional program.
 6. The providing of information, or advertising of activities, or the selling of Booster Club products shall not interfere with student body fundraising activities or other student body activities and **shall not take place on school grounds during the school day.**
 7. Booster Clubs that wish to donate monetary and non-monetary items to the student body must do so by submitting a "Request for Authorization for Student Body Expenditures and Receipts" (Form 34-EHJ-8) to the Student Body Finance Section.
 8. No booster club may sell refreshments to the general student body at school events and retain the profits, except on a concession basis with a commission paid to the student body. This commission must be approved in advance by the student body.

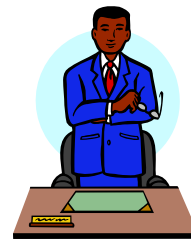


BOOSTER CLUB FUNDS MAY NOT BE KEPT ON THE STUDENT BODY BOOKS OR PROCESSED THROUGH THE STUDENT BODY FINANCE OFFICE (STUDENT STORE).

FOUNDATIONS

All funds received from foundation require Board of Education approval before acceptance. A "Request for Authorization for Student body Expenditures and Receipts" (Form 34-EHJ-8) must be submitted to the Student Body Finance Section prior to acceptance as well. Expenditures may only be made from these funds in accordance with the agreement with the donor and the District administrator in charge of the fund, and in accordance with procedures governing the expenditure of student body funds.

Student Body Funds – Special Notes for Principals



The principal is the trustee of the student body funds and is responsible for ensuring that all student body activities are in accordance with California State Education Codes, Board Rules, and District policies. This section summarizes certain responsibilities of the principal but is not all-inclusive. The previous sections in this publication should be referred to for all proper procedures and policies.

The principal is responsible for:

1. Disseminating and explaining regulations and procedures affecting student body financial affairs to the faculty and staff.
2. Establishing a student council or finance committee to consider and approve the student body financial budget and expenditures.
3. Responding to audit reports on student body operations.
4. Reimbursing the student body for expenditures that are not in compliance with student body policies. (If the expenditure occurred under the responsibility of a former principal, the current principal should notify the Local District Superintendent and the Student Body Finance Section.)
5. Ensuring that the amount of surplus does not exceed the prescribed limits as stated in this publication.
6. Ensuring that no group other than the cafeteria or student body is soliciting students on campus during the school day. (Education Code 51520 prohibits teachers and parent groups from soliciting on campus during the school day.)
7. Ensuring that all moneys collected from students are deposited through the student body finance office (student store).
8. The administrative supervision of the school's financial manager.

Listed below are some tips for principals to assist them with ensuring that their school's student body financial operations are sound:

1. Meet at least monthly with the school's financial manager to keep up to date on current financial transactions, record keeping, and potential problems.
2. Insist that the bank reconciliation be prepared promptly each month.
3. Review the bank statement for miscellaneous deductions and request supporting documentation to support these items.
4. "Spot" check deposit slips and the bank statement. Examine deposit slips to be sure that they contain the master receipt numbers and verify that the beginning number picks up from the previous deposit slip.

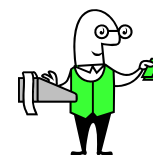
5. Ensure that deposits are prepared daily regardless of the amount. Any cash for deposit in the safe without a master receipt or that is over a day old should be questioned.
6. Verify that separate cash boxes are being used for petty cash, change, and cafeteria funds. At no time should these cash collections be co-mingled.
7. Review all outgoing purchase orders.
8. Do not sign checks without reviewing supporting documentation. (A request for a check is not considered supporting documentation.)
9. Pay particular attention before approving checks that are made payable to the financial manager or other office employees.
10. Ensure that the financial manager is posting transactions on a daily basis.
11. Make sure that all collections are supported by collection receipts.
12. Advise teachers that they should insist on receiving a master receipt each time cash collections are turned in to the financial manager.
13. Advise teachers that collections should be turned in at least weekly, the last day of the month, and always before going off track.
14. Remember that personal checks should never be accepted in lieu of cash collections.
15. Insure that the physical inventory of equipment is verified to the equipment record cards at least once a year.



AS PRINCIPAL YOU ARE RESPONSIBLE FOR ENSURING THAT YOUR SCHOOL'S STUDENT BODY ACTIVITIES AND OPERATIONS COMPLY WITH STATE LAWS, BOARD RULES AND THE DISTRICT POLICIES CONTAINED IN THIS PUBLICATION.

HOWEVER, THE SCHOOL FISCAL SERVICES DIVISION WILL PROVIDE SUPPORT, THROUGH ITS COORDINATING FINANCIAL MANAGERS AND HUMAN RESOURCES STAFF TO HELP YOU ENSURE THAT YOUR SCHOOL'S STUDENT BODY OPERATIONS ARE IN COMPLIANCE. DIVISION STAFF CAN PROVIDE TRAINING, REVIEW REQUIRED REPORTS, AND ASSIST YOU WITH ANY PERSONNEL CORRECTIVE ACTION, IF IT BECOMES NECESSARY.

Student Body Funds – Special Notes for Financial Managers



The school's financial manager acts as the business advisor and accountant for student body activities and all student organizations. In addition, the financial manager performs duties related to the operation of the school's cafeteria and certain District activities.

Listed below are typical duties (however, they are not all-inclusive) that are expected of the financial manager:

Typical Duties Performed for the District

The financial manager:

1. Establishes cash collection procedures under the direction of the principal.
2. Supervises the collection and remittance to the District of funds from the following sources:
 - a. Damage to District equipment, property, buildings, grounds, and supplies
 - b. Loss or damage to library or textbooks.
 - c. Transcripts
 - d. Sale of sanitary supplies.
 - e. Contributions to Board of Education "drives" such as the Consolidated Charitable Campaign.

These funds should be remitted to the General Accounting Branch by December 31st and June 30th of each year.

3. Supervises student work experience programs included under his/her responsibilities.
4. May be assigned the IMA account, Imprest Fund account, the development and maintenance of files for assignment of hall lockers, the lost and found service, bus passes, and other duties acknowledged to be within the classification concept.

Typical Duties Performed for the School Cafeteria

The financial manager in each secondary school has certain responsibilities related to the food service programs in that school since his/her position is partially funded from cafeteria funds. These responsibilities are mainly in the areas of financial controls, reporting, and banking such as:

1. Maintaining necessary cafeteria records as established by the Accounting & Disbursements Division and the Food Services Branch.
2. Providing for change funds to be made up daily for each service line.*
3. Ensuring that cash registers are in good working order and have sufficient tape for the day.

4. Picking up cash boxes and control documents required by the Food Services Branch after each meal period.*
5. Training student workers.
6. Working with the cafeteria manager to ensure that each cashiering station is covered. The financial manager **does not** operate the cash registers.*
7. Maintaining all records for control, collection, and deposit of cafeteria revenues, which include the following:
 - a. Providing for cash registers to be read daily.
 - b. Reconciling cash count to the register control.*
 - c. Reconciling cash count to the A la Carte Sales and Inventory (Form 38.270)
 - d. Preparing daily cash deposit of cafeteria funds for pick up by armored car services or personal delivery to the bank.*
 - e. Preparing Daily Cash Receipts Report, Form 38.19. This daily report must be prepared for the cafeteria manager on the current date.*
 - f. Preparing Weekly Report (Form 5) of the cafeteria sales balanced to deposits, and sending this report with the cafeteria manager's reports #3 and #4 to the Food Services Branch at the end of each week and/or the end of the calendar month.*
 - g. Balancing the Cash Register or Unit Sales Report Summary (Form 38.5).
 - h. Completing the Cafeteria Cash Collection Reconciliation (Form 38-H).*
 - i. Receiving all cafeteria sales invoices prepared by the Cafeteria Manager (Form 38.32). * If the cafeteria is computerized the forms may be different.

*This responsibility **cannot** be delegated to student workers.

Typical Duties Performed for the Student Body

Under the direction of the principal, the financial manager selects, assigns and supervises the adult and student assistants who operate the student store and the student body office and who perform other related duties. The principal retains final authority to approve the selected adult and student assistants.

The typical duties (not all-inclusive) that the financial manager performs for the student body are:

1. Meeting on a regular basis with the student government to discuss budget preparation and financial reports.
2. Receipting, banking, disbursing, recording and reporting all monies obtained through student body activities pursuant to District policies and guidelines.
3. Opening, maintaining and closing ledger accounts. Verifying and correcting discrepancies, and preparing monthly bank reconciliations and financial reports.

4. Working with and furnishing the necessary financial data to the principal and student leadership for the preparation of a sound student body budget.
5. Setting up controls so that budget appropriations are not exceeded.
6. Keeping the principal informed as to budgetary conditions during the school year.
7. Preparing quarterly and annual tax returns including sales tax, federal and state income tax, state employee training tax, FICA, SUI, SDI, W2's and 1099's.
8. Maintaining control of all tickets, receipt books, and other financial documents. The control must include a procedure to ensure that faculty members return and account for all tickets, receipt books, class receipt forms, and other financial documents entrusted to them. The principal should be notified if a faculty member fails to return any item.
9. Procuring and selling of student supplies such as pins, emblems, caps and gowns, sweaters, programs, graduation announcements, industrial arts and materials for personal projects, and student store merchandise.
10. Coordinating or performing accounting and financial management functions for athletic, drama, or music productions including budgeting, publicity, ticket sales, equipment, printing, and finance.
11. Participating in the development of student body contracts.
12. Providing recommendations on setting sales prices for student body items.

The financial manager is not responsible for the collections and financial records of staff's professional organizations.

When it comes to student body fundraising raising activities, the financial manager should remember that:

1. No expenditures can be paid out of cash collections. Expenditures must be paid by check or from petty cash.
2. Distribution of earnings must be made within 2 weeks after the end of the fund-raising event.
3. All sales tax must be paid through the student body books to the State Board of Equalization.
4. Cash controls must be established for admission events.
5. The financial manager is responsible for obtaining authorization from the Student Body Finance Section whenever payment for custodial, cafeteria, or security services are needed.
6. The financial manager is responsible for ensuring that food and beverages sold through the student store are on the District's approved list.
7. An income statement must be prepared for each public appeal fundraising activity within 30 days after the event.



FOR MORE DETAILED INFORMATION ON ALL PROPER PROCEDURES AND POLICIES, THE FINANCIAL MANAGER SHOULD REFER TO THE SPECIFIC SECTIONS IN THIS PUBLICATION.

Student Body Funds – Special Notes for Local District Superintendents

Each Local District Superintendent is responsible for ensuring that the schools under their jurisdiction conform to all policies and rules pertaining to student body funds and activities. They are also responsible for working with principals to correct any problems identified by the Student Body Finance Section or the Office of the Inspector General.

Student Body Funds – Special Notes for the Student Body Finance Section

Board Rule 2505 states that the Student Body Finance Section shall be responsible for the administrative supervision and management of student body financial activities and is authorized to implement the District's Rules and policies for the proper conduct of such activities. In addition, the County Counsel has ruled that "The specific purpose for which student body funds may be expended shall be supervised by the Student Body Finance Section which may establish requirements."

As such, the Student Body Finance Section is responsible for:

1. Implementing the California State Education Codes and Board of Education policies and regulations.
2. Providing technical supervision, training and technical evaluation of financial managers assigned to District schools. (The school principal or his/her designee is responsible for the administrative supervision of the financial manager.)
3. Recommending policies in cooperation with the Secondary School Student Body Activities Advisory Committee.
4. Assisting school administrators, when requested, in the selection of financial managers.
5. Enforcing policies and procedures. Gross or consistent deviation from policies and approved procedures shall be reported to the principal by the Student Body Finance Section. If the issue is not resolved at this level, it will be referred to the Director of the School Fiscal Services Division for discussion with the appropriate Local District Superintendent.
6. Assisting the school principal in correcting any exceptions noted in an audit report or a Student Body Finance Section review. Unresolved exceptions will be referred to the appropriate Local District Superintendent.

Student Body Funds – Special Notes for the Secondary School Student Body Activities Advisory Committee

The Secondary School Student Body Activities Advisory Committee is composed of middle and senior high school principals or their designee. Representatives of the Tenth and Thirty-First Districts of the Parent-Teacher Association (PTA) may participate as ex-officio members of this committee.

The committee shall:

1. Meet and work with the Student Body Finance Section of the School Fiscal Services Division.
2. Study suggestions made by superintendents, staff, principals, and representatives of the PTA or approved parent groups.
3. Assist the Student Body Finance Section in the formulation and interpretation of policies, rules, regulations and procedures concerning student body activities.

Student Body Funds – Special Notes for Students

The student government leadership and club leadership (working with the principal or faculty advisor) are responsible for:

1. Preparing and adopting a constitution. (See Appendix for a sample constitution)
2. Taking, preparing and approving the minutes of all meetings. (See Appendix for sample minutes format)
3. Developing a budget.
4. Approving expenditures prior to payment.
5. Planning fund-raising activities to achieve goals and objectives.
6. Approving clubs.

APPENDIX

Sample Outline for a Constitution

The constitution adopted by a student body organization must state the name and purpose of the organization and must present the framework within which the organization will operate. The following outline may be used in developing a constitution:

- Article 1. Organization
 - a. Name of organization
 - b. Purpose and means of accomplishment
 - c. Time, place, and frequency of meetings of officers
 - d. Definition of quorum

- Article 2. Membership – eligibility for membership

- Article 3. Officers and elections
 - a. Titles and duties of officers
 - b. Election of officers
 - c. Term of office
 - d. Requirements for eligibility
 - e. Appointment of committee

- Article 4. Representatives to student council other than officers
 - a. Method of selection
 - b. Qualifications for eligibility
 - c. Term of office

- Article 5. Adult advisers – appointment by superintendent, principal, faculty, or student council

- Article 6. Financial activities
 - a. Budgets
 - b. Revenues
 - c. Disbursements
 - d. Statements and reports

- Article 7. Clubs within the student body organization
 - a. Purposes of clubs
 - b. Method of organization and discontinuance
 - c. Financial activities
 - d. Constitution and/or bylaws

- Article 8. Amendments to constitution
 - a. Method of origination
 - b. Requirements for adoption

Sample Outline For ASB (or Club) Minutes

The student body organization and each club within the organization should keep minutes for each meeting. The minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fund-raising ventures, and expenditure authorizations. The minutes might be organized as follows:

Name of High School Associated Student Body Minutes

Meeting Date: _____ Meeting Time: _____ Location: _____

The Meeting was called to order by: _____

The Minutes of the Meeting dated ____ were Read and Approved (Corrected and Approved)

The following Purchase Orders were approved: (List below or attach separate listing)

P.O. #	Vendor	Amount	Club	Purpose
--------	--------	--------	------	---------

Motion by: _____ Seconded by: _____

Vote Count; _____ Number For: _____ Number Opposed: _____

The following Invoices were submitted for payment: (List below or attach separate listing)

Check #	Payable to	Amount	Club	Purpose
---------	------------	--------	------	---------

Motion by: _____ Seconded by: _____

Vote Count; _____ Number For: _____

Communication and Reports:

Old Business:

New Business:

Submitted by:

ASB Secretary: Signature and Date: _____

ASB Advisor: Signature and Date _____

Meeting Attendees: (List below or attach separate listing)

Fiscal Crisis & Management Assistance Team

LOS ANGELES UNIFIED SCHOOL DISTRICT
 Student Body Finance Section
 Income Statement of Fund-Raising Activity

School:

Local District:

Fund Raising Activity (Event):

Vendor:

Cost Per Unit: Wholesale \$ _____ Retail \$ _____ Profit Margin \$ _____

1.	Sales (per student body ledger)		\$ _____
2.	Merchandise Available for Sale		
	Add:	Units	
3.	Beginning Inventory	_____	
4.	Purchases	_____	
5.	Gratis from Vendor	_____	
6.	Total Available for Sales	_____	
	Deduct:		
7.	*Returns	_____	
8.	*Damaged	_____	
9.	*Gratis to Student Helpers, etc.	_____	
10.	*Thefts – SS# _____	_____	
11.	*Accounts Receivable	_____	
12.	*Other _____	_____	
13.	Total Deductions	_____	
14.	Net Total Available for Sale _____	x	Retail Sales Price = \$ _____
15.	Cash Over or (Short) subtract 14 from 1 above Number of units short (_____) over _____		\$ _____

*Must be documented

Sample Outline to Form a Student Club

Name of High School
Application for Student Club

I. We the students of the _____ (name of the school site), request permission to form a Student Club.

Attach a list of the students sponsoring this application.

II. II. This organization will be called _____ and will have as its purpose:

III. _____ (name of faculty member) will serve as the advisor for this club for the school year.

IV. We have attached:

1. A copy of the proposed constitution for this club.
2. A copy of the budget for this club for the school year.

V. Submitted by:

Student Club Rep: _____ Date: _____

Club Advisor: _____ Date: _____

VI. Approved:

School Principal: _____ Date: _____

ASB President: _____ Date: _____

Recorded in Student Council Minutes on (date): _____

Fiscal Crisis & Management Assistance Team