

<p>WASBO ASB PROCEDURES MANUAL</p>	<p>BUDGETING</p>	<p>REVISED 7/17</p>
---	-------------------------	--------------------------------

INTRODUCTION

Budgeting is the process of realistically estimating the beginning fund balance the revenue and expenditures for ASB activities for the coming school year. Accuracy is important since the approved expenditure budget **cannot be exceeded. Excessive overestimation can be seen as a failure to be good stewards of public moneys.** A budget is a plan approved by the ASB Governing Body and the Board of Directors and sets the maximum amount of expenditures for the school year.

PROCEDURES

BUDGET DEVELOPMENT AND APPROVAL

Each ASB will annually prepare, with the guidance of the primary advisor or designee and prior to the completion of the school year, a budget for the following fiscal year (September-August). Individual activity account budgets are combined to become the preliminary ASB budget for the school. This requires documented approval by the student council, the principal, and the primary advisor.

Preliminary ASB budgets (including forms and supporting documentation) from the individual schools, after principal's or designee approval, are sent to the district office for review. After the district office approves the preliminary budgets, final forms are prepared, signed and dated by the ASB. The final forms are returned to the district office to be combined with all ASB school budgets. This becomes the District's ASB Fund Budget and is presented to the Board of Directors for approval. Once approved by the Board, this becomes the official plan for the ASB for the year. The schedule for completing the budget process is determined by the district office. The process provides for necessary student participation as stated in WAC 392-138-110.

BUDGET PREPARATION

A. Review of Accounts

Review current year ASB budget reports, considering the following:

1. Continuing Accounts – Activity accounts that are actively being used and will continue next school year.
2. Inactive Accounts – For activity accounts that are not being used, determine if the account should remain active. If so, include it in the ASB budget. If not, the student council should take action to close the account and transfer any money remaining into the general student body account according to the

WASBO ASB PROCEDURES MANUAL	BUDGETING	REVISED 7/17
--	------------------	-------------------------

applicable constitution ensuring that all outstanding invoices are paid. Money remaining in accounts for classes that have graduated cannot be carried forward into the new school year and must be closed to a general student body account by action of the student body. (WAC 392-138-021)

3. New Account Codes – Activity account codes that are not currently in the budget and are anticipated for the next school year should be included. New activity accounts must be set up following the bylaws of the ASB Constitution by action of the student council. Contact the district office for new account codes.
4. Nonassociated Student Body Private Moneys – The Board of Directors of a school district may permit student groups to raise moneys through fundraising or solicitation in their private capacities subject to certain conditions, including prior board approval (WAC 392-138-200).

RCW 28A.325.030 permits these nonassociated student body private moneys to be held either in trust within the associated student body fund or held in a trust fund. If such funds are held in a trust fund, they are not budgeted.

If, however, the moneys are held in trust within the associated student body fund they are budgeted in the same manner as other ASB funds pursuant to WAC 392-138(1)(d) and disbursed as provided for in the approved budget (WAC 392-138-210 and WAC 392-138-110). Money the district intends to hold in trust within the ASB Fund may be budgeted in account 6000 private money in anticipation of activities that involve collecting contributions for scholarship, student exchange and charitable purposes, even if specific plans have not been set.

It is strongly recommended that you contact the district office prior to collecting contributions to review the district policy governing private money. Any contributions collected from activities that do not follow proper procedure cannot be expended for charitable purposes. (WAC 392-138-200)

WASBO ASB PROCEDURES MANUAL	BUDGETING	REVISED 7/17
--	------------------	-------------------------

B. Activity Budgets (WAC 392-138-110)

The following items are important in developing activity budgets:

It is recommended that the fundraiser approval form be utilized to assist in the budget process. (Appendix C – Fundraiser Proposal)

1. Beginning Fund Balance as of 09-01-20XX – Estimate the fund balance available as of 08-31-20XX. Estimate all revenues, expenditures and any transfers to the end of the fiscal year. You cannot have a negative beginning balance.
2. Revenues – List estimated revenues expected during the next school year. Be sure that the estimated revenues from fundraisers include the total amount received from the sale of items, and not the net profit. For example, if you expect to collect \$5,000 for the goods that cost \$3,000, you would include \$5,000 in the revenue column and \$3,000 in the expenditure column.
3. Interactivity Transfers – List any money that may be transferred in from another activity account (+) or transferred out to another activity account (-). The source and recipient of transfer must be identified.
4. Expenditures – List estimated expenditures during the next school year. Keep in mind that you are not allowed to spend more than your total budgeted expenditures.
5. Ending Fund Balance 08-31-20XX – The ending fund balance is a residual balance. It is equal to the beginning fund balance plus revenues, plus or minus interactivity transfers, less expenditures. The ending fund balance must be greater than or equal to zero.

WASBO ASB PROCEDURES MANUAL	BUDGETING	REVISED 7/17
--	------------------	-------------------------

C. ASB Budget

After collecting budgets from each of the activities, athletics, classes, and clubs, review for reasonableness and verify calculations. The ASB budget must then be approved by the student council, the principal, the primary advisor, and documented in the student council minutes. Depending upon your district's procedures, the budget could be compiled by the Athletic Director, the Activity Coordination, or the ASB Bookkeeper into one complete budget.

D. Submission to District Office

Submit the completed ASB budget to the district office.

For each activity, include a brief description of funding sources and expenditures. This will provide supporting information for the presentation of ASB activities for Board of Director approval (WAC 392-138-013).

BOARD OF DIRECTOR'S APPROVAL

The Board of Director's must approve the school district ASB Fund Budget before any disbursements are made.