

ASB Clubs & Athletics

Compliance with Auditing Standards

Required Start-Up Forms

- All forms must be on file BEFORE a club/advisor can engage in any monetary activity (fundraising, deposits, purchasing, PO requests, etc.)
 1. Club constitution
 - Document in which all club details, standards, and rules are specified.
 2. [Budget Development Form](#)
 - Estimates your club's expected revenue and expenses for the year.
 3. [GHS Officer Signature Card](#)
 - All officers must be elected before any account activity is permitted. You must obtain signatures from your officers and submit this form as soon as they are elected.

Purchase Orders

- This is what you need when you want to order from a vendor or pay an invoice.
- 1. [Requisition Form](#)
- 2. All signature fields must be completely filled out
- 3. Once approved at the ASB Meeting we assign a PO # that you will receive in the form of a pink slip.
- 4. When you are ready for us to write a check, attach a copy of the invoice/receipt to the pink slip and put them together in the ASB box.
- 5. We provide you with a copy of a document that states the date and the amount of your transaction so that you can accurately track your account activity.

Fundraising

1. [Fundraising Approval Request Form](#)
 - All requests are approved/denied at ASB meetings (Wednesdays).
2. [Potential Revenue Form](#)
 - An **estimate** of revenue you expect to earn. There must be one revenue form on file per fundraiser.
 - **Concession Stands**
 - There must be an accurate inventory count of all items that are for sale.
 - When the day is over, count how many bags you sold. All of the money received, must match the items sold.
 - Excel Worksheet is helpful for accurate tracking of inventory.

Deposits

1. [ASB Deposit Form](#)

- Count all of your money, separate your bills, separate your coins, and record the break-down on the ASB Deposit Form
- All coins must be in rolls! **Any loose coins that do not suffice for a roll must be separated in zip lock bags (loose dimes, nickels, pennies, quarters, all in their own respective bags.**

2. Include your receipts/ backup to your deposit. Cash deposits without backup will not be deposited unless you submit a signed letter from Adam Cano and John Petrone stating why you were unable to provide a backup for your deposit. Save yourself the hassle by being prepared!

- Donations do not require backup.

Tickets

1. [Ticket Request Form](#)

2. [Cash & Ticket Reconciliation Form](#)

Dances

1. [Dance Permit & Check-List](#)
2. [Potential Revenue Form](#)

Always Plan Ahead

Thank you for always being prepared. Please understand that your lack of planning does not constitute our emergency. In the world of accounting, rushing and procrastinating lead to violations of proper accounting/ auditing procedures. Don't be that person; Always plan ahead. Have a great year. The students and clubs at GHS are in good hands.