



ASB /Clubs Advisor Remote Process During CODVI Quarantine



Revised 8/27/20 HHS Financial Office, by
MSC.

FAQs

1. Q: What paperwork is required to **become a school club or Re-activate last year club?**

- a) Application Form for Organization of a School Club
- b) Charter/Constitution
- c) Budget
- d) Club Advisor Checklist
- e) Meeting minutes approving constitution

ALL DOCUMENTS COMPILED IN ONE FORM "CLUB APPLICATION FORM" DURING DISTANCE LEARNING AND REMOTE WORK PROCESS

2. Q: What two signatures are required on ASB and club **meeting minutes?**

- a) Advisor & Secretary/President signatures
- b) Use Standard Minutes Form provided by ASB for meetings.**

3. Q: When a ASB/Clubs **Fundraising Requests**, what documents are required?

- a) Fundraising Request Form &/or School Activity Request Form for On-Campus Events
- b) Revenue Potential Analysis
- c) Meeting Minutes Approving Event

ALL DOCUMENTS COMPILED IN ONE FORM "FUND RAISING REQUEST FORM" DURING DISTANCE LEARNING AND REMOTE WORK PROCESS

4. Q: How to follow **Fundraising process**, What to DO LIST?

- a) After Request for Approval is completed you can start event planning
- b) Wait until Financial Office final approval is completed to finalize details for the event
- c) Flyers or Promotions be approved by ASB 1st (via emails only/ no availability for campus display)

5. Q: When to make a **Deposit**, what form needs to be completed?

- a) Deposit should be immediately made after the fundraising event or next available working day, to the Financial Office
- b) Financial Officer will be following with Advisors, if deposit is not made on timely manner
- c) Deposit Form available on electronic version to facilitate process (can be requested via email)
- d) ASB/Clubs must request Sub-receipts books from The Financial Office (Generic Receipts NOT acceptable by SDUSD)

DURING DISTANCE LEARNING AND REMOTE WORK PROCESS DEPOSITS WILL BE RECEIVED BY THE FINANCIAL OFFICE BY APPOINTMENTS ONLY, ONLY ADVISORS. MAKE APPOINTMENT AT msantonicruz@sandi.net.

6. Q: When/How to **Request Payments**, what form & documents are required?

DURING DISTANCE LEARNING AND REMOTE WORK PROCESS NO REIMBURSEMENT OUT OF POCKET WILL BE PAY TO ANYBODY

- a) Submit via email your payment request attaching the following documents: 1) Vendor Invoice, 2) Vendor W-9, 3) Minutes Approving Payment, and 4) Type on the body of the email: Vendor Name, Amount\$ Approve to spend, Description on What and Why you are spending the funds\$ for, and Name of members attending the meeting.
- b) With every request to disburse money from ASB/Club account should be included:
 - Copy of Original Receipt(s) or Invoice
 - Meeting Minutes approving the expenses

FAQs

7. Q: Advisors do not need to use personal credit cards, the Financial Office has capability to **Purchase by ASB Pcard** to facilitate purchases by ASB and Clubs advisors. How to request?
- Complete Pcard Request Form
 - Meeting Minutes approving expenses
- ALL DOCUMENTS COMPILED IN ONE FORM "ASB Pcard PURCHASE REQUEST FORM" DURING DISTANCE LEARNING AND REMOTE WORK PROCESS**
8. Q: When you receive a **donation**, what needs to accompany that donation?
- Designated Donation Form
 - Donor W-9
 - Donor Letter of Intend
9. Q: When Donor request **TAX ID**, what need to happen?
- We do not produce a Tax ID anymore, because SDUSD is not a Non-Profit 501c.d
 - Once the Donor completed Designated Donation Form accompanied by the check, school will produce a Thank You letter signed by the Principal, which include SDUSD FEIN# and instructions for tax purpose.
10. Q: Can ASB funds be used to **purchase gift cards**? **NO**
- Why not? California Constitution:** In the absence of a statute granting public local educational agencies (LEAs) the legal authority to make a special expenditure (i.e., for food, clothing, awards, etc.), the legality of any expenditure is determined by the "gift of public funds" provision in the California Constitution, Article 16, section 6. **This constitutional provision prohibits making any gift of public money to any individual (including public employees), corporation, or other government agency....**
11. Q: Outside **Non-Profit 501c3 Fundraising**? Board resolution delegated authority to CFO to authorize disbursement of funds raised by an ASB for charity to a charitable organization, November 19, 2013 board agenda item F.3:
- Is permissible as long as the fundraising event is clearly identified as raising funds to donate to that charity
- Completed Fund Raising Activity Request Process
 - Include the following documents to the request:
 - Description of organization (info is available on website)
 - Organization's IRS letter of determination indicating 501(c)3 status
 - ASB will complete approvals and bring to Financial Office
 - Financial Officer sent request to Chief Financial Officer via email and wait for SDUSD approval email response
- Upon CFO approval, setup a QuickBooks account for purpose of collecting and disbursing proceeds to the 501(c)3 organization

FAQs

12. School district policy on **contracts**:

- All contracts and agreements must be approved by the Board of Education
- The Strategic Sourcing and Contracts Officer is the only authorized person to sign contracts on behalf of the district
- A contract **Intake Form** and all contract documentation is required to submit an agreement/contract/amendment for Board approval
- ICAs are used to contract with Resource Persons and Student Service Providers. Consultants will not be contracted with an **ICA** (Independent Contract Agreement \$10k or less)
- CR (Contract Representative) on site is the only person authorize to complete the process

13. Q: How, when and what to do to process a **contract**:

- a) **When?** – when the service provider is requesting to sign a contract, agreement or MOU (Memorandum of Understanding)
- b) **What?** – Services including but not limited to (catering, rentals, promotions or any other services, not related to tangible goods.
- c) **How?** – processing request:
 - **Complete Form and turn it to Financial Office with documents attached:**
 - Contract
 - W-9
 - ASB Student Body Requisition with Invoice
 - **Request must be made at least 6 weeks in advance**



Questions?

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