

Team ASB/Boosters Cheat Sheet for Coaches

Each team has access to two accounts designated solely for your program:

- Team ASB account is your school trust account, is under the umbrella of the Associated Student Body, and is managed by the school bookkeeper, Kim Aguirre, in the Student Store. 289-0023 x1032 kimberly.castanedaag@venturausd.org
- Foothill Technology Booster Club (FTBC) account, which is managed by the volunteer Booster Club Treasurer, and overseen by the coach and team parent, with oversight by the Principal and A.D.

Team ASB Account:

- Coaches must submit an annual budget to ASB for approval before using your account. Expenses not covered in your budget must be approved by ASB before processing (they meet every Monday). Keep your budget line items broad for greater flexibility (e.g., “Team equipment” rather than “Team bats”).
- Coach stipends MUST be processed through your team ASB account, as booster club is not permitted to pay salaries. The A.D. office will process your stipends, which are paid by VUSD Payroll and then billed to your Team ASB account. Budget an extra \$50-100 for payroll taxes.
- Funds cannot be transferred FROM this account TO your Booster account.
- *Funds are not accessible June through August.*
- Original, ITEMIZED receipts are required for reimbursement (please mark “Received”, sign & date receipts)
- Your ASB account expenditures require approval of both the head coach and A.D. – submit to Athletics Secretary for approvals & processing
- **Please use the ASB account for:**
 - Equipment
 - Uniforms
 - Coach stipends
 - Tournaments
 - CIF/State expenses
 - Donations/fundraisers

Boosters Account:

- There are advantages and disadvantages to using this account:
 - Advantages:
 - This account can be a little more flexible since it's not under the ASB rules
 - Funds are available to you year-round.
 - Disadvantages:
 - Parents are handling funds, which exposes them to risk
 - It is less convenient for students and parents to put funds into your account since they are not onsite like the Student Store.
- Booster Club Treasurer is your main contact.
- Your booster club account expenditures require approval of both the head coach and A.D.
- Booster funds CAN be transferred FROM this account TO your ASB account.
- Receipts are required for reimbursement (copies are ok).
- **Please use the Boosters account for:**
 - Summer income and expenses (unless processed through ASB acct by June 1)
 - Snack bar income and expenses
 - Banquet income and expenses
 - Awards
 - Spiritwear
 - Donations/fundraisers

IMPORTANT PROCEDURES

Budgets and Reimbursements:

All expenses MUST BE APPROVED by ASB **BEFORE** money is spent. ASB is not allowed to ratify expenses. If you spend money WITHOUT ASB approval, you risk not being reimbursed.

- ☐ Prepare and submit your team budget to the A.D. for review and then to ASB for approval (elizabeth.mcgraw@venturausd.org). Business meetings are most Mondays and all budgets must be submitted BEFORE 2pm the Thursday prior to the meeting. Revised budgets may be submitted as needed.
- ☐ If you have not received an e-mail informing you of the status of your budget by end of day Tuesday after you've submitted it, please e-mail melanie.lindsey@venturausd.org to check the status.
- ☐ Once your budget is approved you may spend according to what is in your budget.
 - Purchase Orders can be created for large purchases, if the vendor approves, or ask if the vendor would invoice for the purchase. Payment for most items cannot be made in

advance of receiving the items. Purchases may be made from your personal credit card and reimbursed. For alternative options, please discuss with the Athletics department.

- For **reimbursement** after a purchase, complete a Request for a Check form, attach the ORIGINAL, itemized, signed receipt and submit the form to A.D. office for approval and processing.
- ❑ ASB must approve each expenditure, even if it was approved in your budget. If the expense EXCEEDS what was budgeted, it must also go back to ASB for approval before being reimbursed.
- ❑ If you have paid for and received equipment, you must attach the original packing slip (which must be signed, dated and have the word RECEIVED written on it).

Team ASB Accounts:

- You will get account statements on a monthly basis during season, but if you need to check your account at any time, you may contact our bookkeeper, Kim Aguirre, at x1032 or kimberly.castanedaag@venturausd.org

To prepare for a fundraiser:

- ❑ Complete a Request For Approval of An Activity form (available from Athletics Secretary). Must also be signed by A.D., and then it will be submitted to Office Manager for processing. Even if you are running your fundraiser through the Booster Club, this form must be submitted as a notification to ASB to prevent any conflicts.
- ❑ Attach a Revenue Potential form to the Request for Approval form.
- ❑ Once Request for Approval form is approved, complete and submit a Facilities Request form if the fundraiser is taking place at FTHS. If fundraiser is off campus, no facilities request is required.
- ❑ All flyers must be approved by the principal, an assistant principal or the activities director BEFORE they are distributed.

If a hosting a BOOSTER CLUB fundraiser ON CAMPUS:

- ❑ Complete and submit an Application and Permit for the Use of School Facilities.
- ❑ This form must be received by the district TWO weeks before the event.
- ❑ Complete a Request For Approval of An Activity form (available from Athletics Secretary). Must also be signed by A.D.
- ❑ Attach a Revenue Potential form to the Request for Approval form.

- ❑ Once Request for Approval form is approved, complete and submit a Facilities Request form if the fundraiser is taking place at FTHS.
- ❑ All flyers must be approved by the principal, an assistant principal or the activities director BEFORE they are distributed.

To hold an EVENT/MEETING on campus:

- ❑ Complete a Request For Approval of An Activity form (available from Athletics Secretary). Submit to Office Manager.
- ❑ Once Request for Approval form is approved, complete and submit a Facilities Request form.
- ❑ All flyers must be approved by the principal, an assistant principal or the activities director BEFORE they are distributed.
- ❑ If you're just having a *meeting* on campus, let Athletics Secretary know so she can put it in the bulletin and can reserve your meeting room to let custodial staff know.

Please don't hesitate to ask the Athletics Department for assistance, we are here to help you with these processes!