	<h1>BUDGETING</h1>	<p>REVISED 10/18</p>
---	--------------------	--------------------------

INTRODUCTION

Budgeting is the process of realistically estimating the beginning fund balance and 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 or Assistant 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 budget forms are signed and dated by the ASB and sent to the Budget Department 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 central district office. The process provides for necessary student participation as stated in WAC 392-138-110.

BUDGET PREPARATION

A. Review of Accounts

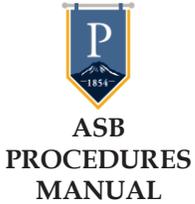
Review current year ASB budget reports, considering the following:

	<h1>BUDGETING</h1>	<p>REVISED 10/18</p>
---	--------------------	--------------------------

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. 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 Accounts – Activity accounts 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 Accounting Department for new account codes.
4. Non-associated 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 non-associated 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.

	<h1>BUDGETING</h1>	<p>REVISED 10/18</p>
---	--------------------	--------------------------

It is strongly recommended that you contact the Accounting Department 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)

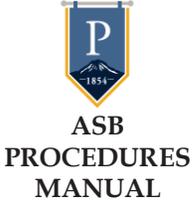
B. Activity Budgets (WAC 392-138-110)

After reviewing the current year revenue and expenditure reports and determining the activity accounts that will be budgeted, each activity should submit a budget for the next year outlining the revenues and expenditures expected. It is recommended the budget be signed by both the activity group advisor and student representative.

Each activity group should provide a brief description of the types of activities in which they will be involved which includes the purpose for which funds will be raised and/or expended (WAC 392-138-013 and WAC 392-138-110). It is recommended that the fundraiser approval form be utilized to assist in the budget process. (Appendix C- Fundraiser Proposal).

See the following items when developing activity budgets:

1. Beginning Cash Balance as of 09-01-20XX – Estimate the cash available at the end of the present fiscal year, by estimating revenues, expenditures and any transfers activities to the end of the fiscal year. You cannot have a negative beginning balance. Contact the Accounting Department for assistance with running an ASB fund balance report.
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.

	<h1>BUDGETING</h1>	<p>REVISED 10/18</p>
---	--------------------	--------------------------

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 Balance 08-31-20XX - The ending cash balance is a residual balance. It is equal to the beginning cash balance plus revenues, plus or minus interactivity transfers, less expenditures. The ending balance must be greater than or equal to zero.

C. ASB Budget

After collecting budgets from each of the activities, athletics, classes, and clubs, review for reasonableness and verify calculations. Compile all budget categories into one complete budget. The ASB budget must then be approved by the student council, the principal or assistant principal, the primary advisor, and documented in the student council minutes.

D. Submission to Budget Department

Submit the completed, signed and dated ASB budget to the Budget Department.

Maintain supporting documentation including a brief description of funding sources and expenditures for each activity. This will provide supporting information for the presentation of ASB activities for school board 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.