

10 Golden Rules of Finance for Coaches and Advisers

1. Do not buy uniforms unless they are pre- approved and on the rotation schedule.
2. Do not sign contracts with vendors. All contracts must be signed by the Business Department at the District Office.
3. All fundraising activities must be requested and approved through your ASB **PRIOR** to starting your fundraiser. Fundraising packets are available in the ASB office.
4. Keep an inventory of all resale items. Examples include hats, socks, jerseys and practice gear. The State Auditor will ask you for these records.
5. Keep records of all students' registration, amount paid and attendance at ASB sponsored camps. When camp is completed, supply all documentation to the ASB for auditing purposes.
6. Verify that Booster Club fundraising is not an ASB activity. Money raised during the school day, on school property, using school personnel, or school materials is ASB money. A good question to ask yourself: "Would a reasonable person in the community think that this was a Booster Club or School activity?"
7. Request and have approval for ASB funds **PRIOR** to making a purchase...plan ahead. Do not purchase anything with your own money without prior approval. Do not use cash from a sale to buy any additional items.
8. Pre-numbered tickets must be used for all activities for which admission is charged. The financial secretary upon request **PRIOR** to the event will supply a cash box, tickets, and a ticket reconciliation report. The ticket reconciliation report will accompany your fundraising approval for auditing purposes.
9. Please advise the financial office when you receive items ordered via email, fax, or in person by submitting a copy of the packing list or invoice. This is the only way vendors get paid.
10. If in doubt...ask questions. Don't assume! Call the Athletic Director, Activities Director, ASB Secretary or Business Office with your questions.



For additional resources,
contact Greg Barker at greg@awsp.org

