



ASB Budget Packet MEMO

To: Activities, Clubs, Sports Advisors and Coaches

From: Athletic Director, ASB Administrator, Activities Director/ASB Advisory, ASB Treasurer/Office Manager, & ASB Student Executive Board

Re: Budget Planning

It's time to budget plan for next school year. Please submit this packet to the Athletic Director, or ASB Administrator.

The Budget Committee needs your information by: _____

Attached you will find the budget packet. Please take time to carefully complete each page and keep in mind the following:

- ASB funds are student money and students need to complete this packet with their Advisors.
- This is for all clubs and sports who currently run money through ASB or plan to.
- If you do not ask now, we cannot allocate funds later.
- This is to specifically build capacity within your budget.
- **Please understand your group is responsible for generating the money to purchase items that your ASB allocation does not cover and approval of your budget does not mean you will get the amount requested. It means we have built the capacity in your budget.**
- You are still required to submit purchase orders (prior to purchase) and field trip paperwork (signed off by ASB for spending verification) for any items/trips that will be purchased for your activity/sport.

Please prioritize your requests with the #1 item being the highest priority to your program, #2 being the second in priority, etc.

Please remember that due to an incredibly limited income that we are not used to, due to COVID & HB 1660, there will not be the same level of funds available to clubs & sports as in years past.

ASB funds are limited so please be realistic about what you request from ASB and think about what you might be able to generate with your own fundraising or booster organization.



ASB Budget Packet

Budget Requests & Plans

Advisors please return all documents to ASB Administrator.
Coaches please return all documents to Athletic Director.

Organization/Team: _____

Advisor/Coach: _____ **Email:** _____

Your Current Account Balance: _____ **As of:** _____

(From the spreadsheet you received from the ASB Treasurer.)

Anticipated Income from March to June of this school year(+). Including fundraisers, field trip fees, student fees, grants, booster donations etc.

List Income: (Feel free to attach additional typed sheet if necessary.)

1. _____
2. _____
3. _____
4. _____

Current Balance + Total Income: _____

Additional Expenses from March to June of this year(-). Including PO's, refunds, etc.
(Feel free to attach additional typed sheet if necessary.)

1. _____
2. _____
3. _____
4. _____

Current Balance + Total Income - Expenses: _____

Ending Balance for this school year: _____

(Must NOT have a negative ending balance)



ASB Budget Packet

Budget Requests & Plans

Beginning Account Balance (anticipated): _____

(Should be the same as ending number on previous page.)

Projected Fundraisers Income for next school year.

Note: This is projected income from fundraisers. All fundraisers must be approved by the ASB before they may begin. Please see the bookkeeper for all fundraiser forms. All groups requesting ASB funds are expected to do some fundraising. Fundraising needs to be your primary source of income.

Projected Date	Fundraiser	Description	Amount Expected

(Feel free to attach additional typed sheets if needed.)

Total of projected fundraisers: _____(A)

Projected Income for next school year.

Note: This is projected income from ASB, boosters, student club fees and other or sources like grants, donations or student contributions. If requesting money from ASB please add it to this section.

Description of income source & from whom	Amount Expected

Total of projected income: _____(B)

Anticipated Income for next school year: _____(A+B) (C)
(Including fundraiser, student fees, grants, donations, etc.). Total from tables above.



ASB Budget Packet

Requested ASB Expenses

Please note when filling in the following sections:

- ⇒ Some things ASB cannot pay for ex. equipment/materials for classroom/curricular use.
- ⇒ The more information you can give us about your requests, the easier it is for us to make decisions. Feel free to attach copies of documents to show us what you are wanting.
- ⇒ This is where you build your capacity. You can't spend more than you plan for.

Anticipated EXPENSES

(These are items that you will use fundraising and other income monies for. Please include fundraising expenses, registration fees, transportation fees, equipment purchases –A copy of your expenses from this year to date is available from the ASB office.)

Qty	Detailed Description of Item	Cost

(Feel free to attach additional typed sheets if needed.)

Anticipated Expenses: _____(D)

Anticipated Income for next school year (+): _____(C)

Anticipated Expenses for next school year (-): _____(D)

Ending Balance for next school year (=): _____

Total of anticipated income (C) - anticipated expenses (D)

Must NOT have a negative ending balance. See the ASB Treasurer (HS) / Office Manager (MS)

If you plan on a + ending balance (carry over), please indicate here what that carry over will be used for (i.e. saving for a large equipment purchase):



ASB Budget Packet

Signature Page

Important Requirements:

- ⇒ All members of your organization must purchase an ASB card to receive funds from the ASB general fund.
- ⇒ Budgets must be submitted in order to receive funds from ASB.
- ⇒ Coaches and advisors need to follow all ASB procedures and laws.
- ⇒ All funds granted must be spent on the items requested. You may not purchase other items unless prior approval through Athletic Director (if applicable) and ASB Administrator/ ASB Exec team.

Sport/Club ADVISOR Signature: _____ **Date:** _____

Sport/Club STUDENT Signature: _____ **Date:** _____

ASB Administrator/Athletic Director Initial: _____ **Date:** _____

ASB Treasurer Initial: _____ **Date:** _____