

ASB MANUAL TABLE OF CONTENTS

Section 1 – Introduction to ASB Legal Framework

Section 2 – Allowable Uses of ASB Funds

Section 3 – Budget and Account Codes

Section 4 – Purchasing Methods

Section 5 – Consultant/Contractual Service Agreements

Section 6 – Imprest Checking Accounts

Section 7 – Reimbursements

Section 8 – ASB Payroll and Timesheets

Section 9 – Accounts Payable and Refunds

Section 10 – ASB Revenue

Section 11 – ASB and Trust Reports

Section 12 – Year-End Accruals

Section 13 – Fundraising

Section 14 – Charitable Fundraising

Section 15 – Gifts, Awards, Prizes, and Incentives

Section 16 – School Support Organizations

Section 17 – Ticket Sales

Section 18 – Travel Procedures

Section 19 – Field Trips/Transportation

Section 20 – Student Stores

Section 21 – Trust Fund

Section 22 – Records Retention

Section 23 – Miscellaneous

Section 24 – Appendix