

# 10 Golden Rules of Finance for Coaches

1. **Do not** buy uniforms unless they are pre-approved and on the rotation schedule. Follow District procedures when it's time to surplus old uniforms.
2. **Do not** sign contracts with vendors. All contracts must be signed by the Principal or the Business/Purchasing Department at the District Office.
3. All fundraising activities must be requested and approved through your ASB **PRIOR** to starting your fundraiser. Fundraising forms are available in the ASB school office.
4. Provide an inventory of all ASB items/equipment to the Athletic Director. Examples include helmets, pads, jerseys, uniforms, practice gear, bats, balls, etc. The District Business Office & the State Auditor will ask for these records.
5. Keep records of all students' registration, amount paid, and attendance at ASB sponsored camps; turn moneys in daily to the ASB Bookkeeper. When camp is completed, supply all documentation to the ASB Bookkeeper 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, using students, or school materials is ASB money. A good question to ask yourself is: "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 or a fundraiser to buy any additional items. **Do not** take collected ASB money home for safekeeping or deposit into a personal checking/savings account.
8. Pre-numbered "district authorized" tickets must be used for all activities for which admission is charged. The ASB Bookkeeper, 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. All money must be deposited **daily** to the ASB Bookkeeper for safekeeping.
9. Please advise the ASB Bookkeeper when you receive items ordered via the internet, 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 Bookkeeper or Business Office with your questions.