

ASB/PTSA Finances

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ASB, Booster clubs and PTA, how can they work together?

- Review the laws and regulations for ASB
- Review what makes an activity an ASB activity
- Guidelines that are given to school districts regarding parent organizations

RCWs and WACs

- RCW 28A.325 outlines what ASB's may do, and authorizes OSPI to make rules and regulations regarding the administration and control of ASB moneys.
- WAC 392-138 are the rules made by OSPI for ASB moneys.

When is it an ASB activity?

- WAC 392-138-010 defines "Associated student body program" as:
"...any activity which (a) is conducted in whole or part by or in behalf of an associated student body during or outside regular school hours and within or outside school grounds and facilities, and (b) is conducted with the approval, and at the direction or under the supervision, of the school district."

What turns a PTA activity into an ASB activity?

- The cash receipts are given to a school employee.
- The cash receipts are kept in the school safe.
- The inventory is purchased by the ASB.
- The school holds and inventories the items for resale.

- Students are the only ones performing the work.
- The PTA group uses the school's name (without adding PTA or Boosters).
- Money is deposited into a school district account.
- School district staff are involved during time they are being paid by the school district.

To be a PTA activity it must be:

- Planned, managed and operated under the direction of the parent group.
- Event must be clearly advertised as a PTA activity.
- All contracts and/or vendor agreements must be signed by the PTA.
- PTA moneys may not be commingled with ASB moneys.

Guidelines given to school districts

- Use a checklist for parent groups.
- Determine what activities will be on the "approved" list.
- Have procedures in place for activity and/or facility usage requests and approval.
- Have an agreement in place if parent groups are allowed to store items on school district property.

Checklist for Parent Groups

- Insurance certificate
- Articles of Incorporation from Secretary of State
- IRS tax exempt status letter or identification letter
- List of current officers
- Proof of health cards (if food is sold)
- List of equipment