



Information & Guidelines for New & Returning Clubs

Focusing on General Steps and Key Information for Club Spending

Spending Club Funds | **Before any purchase is made on behalf of the club, the budget must be approved prior to the date of the purchase.** Per CA Ed Code 48933(b), we are prohibited from spending club funds or reimbursing a student or employee with club funds if the purchase was made before the club approved the expense. To approve the expense beforehand, clubs will need to meet and approve a club budget and record the motion and results of the vote in the club meeting minutes (see below for more information). Once the budget is approved by the club, the club may spend available funds as early as the following day, but not on the same day.

General Process to Spend Funds | All clubs must follow this general structure in order to spend their funds.

1. In your first meeting, review how much funds the club has to spend and propose a budget to allocate those funds into the account categories found [here](#). A club member should then make a motion to approve the budget as discussed. If the majority of members vote in favor of the motion, the budget becomes approved. The budget and this motion should be clearly recorded in the minutes.
2. The club advisor should then submit a [Budget Journal Form](#) on InformedK12 with the minutes attached. This form is used to enter the budget in our data management system.
3. The club may then spend their available funds as desired. The club must follow the posted procedures that pertain to how they will spend their funds (reimbursements, Amazon ordering, etc.).

How to Budget your Funds | The club should first determine how much funds it has available to budget, then review the [Account Code Cheat Sheet](#) and identify which accounts apply to the types of purchases the club plans to make. You may only budget under the accounts on this sheet. For example, a club has \$500 to spend for the school year. They estimate spending \$100 on general supplies for club meetings and \$100 on supplies for the Club Rush event, as well as \$200 on food for club meetings and \$100 on food for Welcome Back Week. Using the Account Code Cheat Sheet, this means the club should record a budget of \$200 for account 4020-ASB Supplies and \$300 for 5884-Food. The club is not required to budget all available funds. If the majority of members wish to budget only a portion of available funds, that is perfectly acceptable. Unspent club funds roll over to the next fiscal year.

How to Record the Budget in the Minutes | The minutes must show a motion was made by a club member to approve the budget. The proposed budget should be typed below the motion, followed by the results of the vote. Do not approve specific purchases nor approve funds by event. Approve a budget that just indicates the general type of expense(s) the club plans to make (e.g. food, supplies, a field trip, etc.). If the minutes are too specific and a purchase does not clearly align with it, we cannot reimburse the purchase. In Example 1 below, the club is being generic enough to indicate how it plans to spend its funds without being too specific and thus limiting themselves. In Example 2, the minutes are too specific and thus the club is more limited on spending.

Example 1:

"Motion by Jane Doe to approve the proposed budget below for the 2023-2024 school year. Motion seconded by John Doe.

4020 ASB Supplies - \$200

5884 Food - \$300

8 in favor, 1 opposed, 1 abstained. Motion passes."

→ This example provides flexibility. If the club overspends on food for meetings but underspends on food for an event, the expense is still fine (so long as the total amount spent doesn't exceed \$300).

Example 2:

"Motion by Jane Doe to approve \$200 for food for club meetings and \$100 for food for Welcome Back Week. Motion seconded by John Doe.

8 in favor, 1 opposed, 1 abstained. Motion passes."

→ This example limits the club. If the club ends up spending \$250 on food for club meetings and \$50 on food for Welcome Back Week, the College can only reimburse up to \$200 on food for club meetings because that is the maximum amount approved by the club. The student or employee will not be reimbursed the remaining \$50, even if the club underspent on another event.

How to Submit Your Budget for Official Posting | Once a budget is decided on and approved, the Club Advisor should submit a [Budget Journal Form](#) on InformedK12. This form, once fully processed, is used to post the club's budget in the school's data management system, Banner. All budget, revenue, and expenses are posted and tracked in Banner, so it is important to submit this form as soon as possible after approving a budget. All club expenses are checked against the club's officially posted budget in Banner. If your club does not submit a Budget Journal Form and then requests reimbursement from the college, your reimbursement may be rejected or put on hold pending that form. [Click here](#) to view examples of different types of Budget Journal forms.

How to Spend Club Funds | It is always preferred that the college pay a vendor directly for an expense instead of a student or employee going out of pocket. In the event that this is not possible or not practical, you may go out-of-pocket and request reimbursement. Some expenses, such as for services, may not be paid for out-of-pocket. You are strongly encouraged to reach out to the Student Life Office and/or Administrative Services to confirm the best way to make a purchase *before* the purchase is made to avoid any potential issues.

What is a FOAP? | A FOAP is a budget string that we use to indicate the budget for a given expense. It stands for **Fund-Org-Account-Program**. The **Fund** code indicates the club responsible for the budget. The **Org** code indicates the department responsible for the budget (in the case of Student Life, all clubs use 39330, which means "ASB"). The **Account** code indicates the type of expense for each purchase, such as food, supply, etc. This code will always vary and depends on what's being purchased or reimbursed. The **Program** code also indicates the department responsible for the budget (in the case of Student Life, all clubs use 690200, which means "ASB Expenses").

Examples of FOAPS | Let's say a new Marine Biology Club is established with a new Fund code of 903750:

903750-39330-4020-690200 (4020 is the account code for Supplies)

903750-39330-5884-690200 (5884 is the account code for Food)

These FOAPs tell us it is the Marine Biology Club's budgets for supplies and food, respectively.

Resources

The College is here to help support our students to have a fun and successful time at LPC. Please keep in mind that ASB (Student Club) funds are utilized for the students and as such, they are reviewed and audited to ensure the funds are appropriately spent. Please do not hesitate to reach out to the Student Life Office and/or the Administrative Services Office for any questions or assistance you may need for your club.

Administrative Services Resources:

[Webpage for Club Expenses](#)

[Account Code Cheat Sheet](#)

[Budget Journal Form](#) | [Webpage](#)

[Requisition Form](#) | [Webpage](#)

[Disbursement Request Form](#) | [Webpage](#)

[All InformedK12 Forms](#)

[Administrative Services Forms Webpage](#)

For questions regarding club spending, budgeting, and Business Office processes:

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Student Life Resources:

[Student Life Homepage](#)

[Student Life Forms](#)

[Student Clubs](#)

[Student Government](#)

[LPCSG Forms](#)

For all other questions regarding Student Clubs:

LPC Student Government

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