

INFORMATION & GUIDELINES ON CLUB EXPENSES FOR NEW/RETURNING CLUBS

*Focusing on General Steps and Key Information
for Club Spending*

Las Positas College Office of Administrative Services | Thomas Rothman | 8/19/25

SPENDING CLUB FUNDS

- Before any purchase is made for a club, the budget must be approved prior to the date of the purchase
- The club budget must be approved via a meeting and recorded minutes
- Spending may begin the day after the budget is approved in the minutes
- Per Ed Code 48933(b), the College is prohibited from spending club funds before the expense/budget is approved. Any purchase made on or before the day of the approved budget cannot be reimbursed.

GENERAL PROCESS TO SPEND FUNDS

Make a Motion for the Budget

- Review available funds in the first meeting
- Discuss what account categories to allocate the funds under (use [Account Code Cheat Sheet](#))
- Make a motion for the discussed budget and record the motion, budget, and voting results in the minutes

Submit a Budget Journal Form

- Club Advisor should submit a [Budget Journal Form](#) on InformedK12
- Record the budget string (FOAP) and amounts on the form
- Attach the minutes approving the budget
- Route form to Student Life Coordinator at Step 2 and Student Life Assistant at Step 3

Spend the Club Funds

- The day after the approved budget, purchases can be made
- The college should pay vendors directly, otherwise reimbursement may be allowable (in some cases)
- Follow procedures posted on Student Life Website and Administrative Services Website
- Ask before buying!

BUDGETING YOUR FUNDS

A portion (or all) of your available funds should be budgeted/allocated under the accounts found on the [Account Code Cheat Sheet](#). Only the accounts on the sheet may be used. Once the club has identified how its planned expenses fit into the accounts, a motion should be made, approved, and recorded in the minutes.

What the Club Has to Spend

\$1,000 to spend for the school year

What the Club Plans to Do

- \$100 on supplies for club meetings
- \$100 on supplies for Club Rush
- \$200 for food during meetings
- \$100 for food during Club Rush
- \$300 for tickets for a field trip
- \$200 for food for the field trip

How They Should Budget

- \$200 – 4020 ASB Supplies
- \$300 – 5884 Food
- \$500 – 5212 Field Trips*

*5212 Field Trips is a catch-all account code. All expenses for a field trip are budgeted under here, so the food for this trip is not included in 5884 Food.

Examples only. Actual available funds and account codes will vary per club.

EXAMPLES OF MOTIONS

Example of a good motion


- *“Motion by Jane Doe to approve the proposed budget below for the 23-24 school year. Motion seconded by John Doe.
4020 ASB Supplies - \$200
5884 Food - \$300
8 in favor, 1 opposed, 1 abstained. Motion passes.”*
- This motion is good because it indicates the general types of expenses the club plans to make without being too specific. If a club underspends on food for meetings but overspends on food for an event, the College can still reimburse so long as the overall food expenses do not exceed \$300.

Example of a bad motion

- *“Motion by Jane Doe to approve \$200 on food for club meetings and \$100 on food for Welcome Back Week. Motion seconded by John Doe. 8 in favor, 1 opposed, 1 abstained. Motion passes.”*
- This motion is bad because it is too specific. If the club underspends on food for club meetings but overspends on food for Welcome Back Week, the college cannot reimburse the overspent food for the event, even though they underspent on club meetings. The College must stick strictly to the minutes, so this motion is limiting.

SUBMITTING A BUDGET JOURNAL FORM

- Club Advisor should submit the form on InformedK12
- Minutes must be attached
- Route to Student Life Coordinator at Step 2 and Student Life Assistant at Step 3
- Lines on the form must coincide with the budget from the minutes
- For initial budget setup, line 1 should be 5887, the account that holds the unallocated budget
- Increases and Decreases must balance
- **This form must be completed and processed before the College can issue payments or reimbursements**



Requestor Signature: *Club Advisor*

Office of Administrative Services

Budget Journal Form

FY 2026

Reference # GENERATED

[Click here to submit](#)

Transfer Type

Budget Setup [Click here for more information](#)

Requestor Name

Jane Doe

Department

Student Life

Note: "Budget Transfer" is used to move your existing budget between accounts. (Whole numbers ONLY)
 "Budget Setup" is used to allocate funds from new grants and revenue. (Whole numbers or exact numbers)

Explanation of Request to Move Funds:

Setting up the club budget for the Fall and Spring semesters.

Fund Type

ASB


[Click here for information on when to use this form or CLASS-Web.](#)

Seq #	Fund	Org	Account	Program	Increase	Decrease	Type
1	903988	39330	5887	690200	Amount	1,000.00	
2	903988	39330	4020	690200	200.00	Amount	
3	903988	39330	5884	690200	300.00	Amount	
4	903988	39330	5212	690200	500.00	Amount	
5					Amount	Amount	
6					Amount	Amount	
7					Amount	Amount	
8					Amount	Amount	
9					Amount	Amount	
10					Amount	Amount	
11					Amount	Amount	
12					Amount	Amount	
13					Amount	Amount	
14					Amount	Amount	
15					Amount	Amount	
16					Amount	Amount	
17					Amount	Amount	
18					Amount	Amount	
19					Amount	Amount	
20					Amount	Amount	
Document Total:					2,000.00	1,000.00	1,000.00

Signatures for Approval

BUDGET TRANSFER EXAMPLE

- If a budget has already been set up but needs to be revised, the club should meet, discuss what account(s) to reduce and what account(s) to increase, then record it in the minutes with a motion and vote
- A new Budget Journal Form should be submitted to post the changes
- Two attachments must be added: the original minutes with the starting budget and the new minutes with the revised budget
- Increases and Decreases must still balance



**LAS POSITAS
COLLEGE**

Club Minutes (PDF Only)

Requestor Signature: *Club Advisor*

Office of Administrative Services

Budget Journal Form

FY 2026


Reference # GENERATED

OK Submit

Transfer Type		Requestor Name		Department			
Budget Transfer Click here for more information		Jane Doe		Student Life			
<p>Note: "Budget Transfer" is used to move your existing budget between accounts. (Whole numbers ONLY) "Budget Setup" is used to allocate funds from new grants and revenue. (Whole numbers or exact numbers)</p>							
Explanation of Request to Move Funds:				Fund Type			
Transferring budget to food as field trip was cancelled -- This is an example of a Budget Transfer that would be done after the initial budget was set up. Instead of reducing 5887, we would reduce 5212 Field Trips by the \$500 that was budgeted and increase 5884 Food.				ASB Click here for information on when to use this form or CLASS-Web.			
Seq #	Fund	Org	Account	Program	Increase	Decrease	Type
1	903988	39330	5212	690200	Amount	500.00	
2	903988	39330	5884	690200	500.00	Amount	
3					Amount	Amount	
4					Amount	Amount	
5					Amount	Amount	
6					Amount	Amount	
7					Amount	Amount	
8					Amount	Amount	
9					Amount	Amount	
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15					Amount	Amount	
16					Amount	Amount	
17					Amount	Amount	
18					Amount	Amount	
19					Amount	Amount	
20					Amount	Amount	
Document Total:					1,000.00	500.00	500.00
Signatures for Approval							

EARNING REVENUE

- If the club earns new revenue (such as from fundraising), they can allocate that new revenue to any desired accounts
- In this case only, line 1 uses a revenue account: 8890 Local Revenue
- Unlike other forms, all lines should be increases, not decreases
- As always, the club should decide where to allocate this new revenue and record it in the minutes
- The original budget minutes and the new budget minutes must be attached



Requestor Signature:
Club Advisor

Office of Administrative Services

Budget Journal Form

FY 2026

Reference #
GENERATED

ON SUBMIT

Transfer Type

Budget Revision [Click here for more information](#)

Requestor Name

Jane Doe

Department

Student Life

Note: "Budget Transfer" is used to move your existing budget between accounts. (Whole numbers ONLY)
 "Budget Setup" is used to allocate funds from new grants and revenue. (Whole numbers or exact numbers)

Explanation of Request to Move Funds:

Allocating revenue from recent fundraiser

-- This is an example of a Budget Revision that allocates \$250 earned from a fundraiser to 4020 Supplies. Note that in the case of revenue, you increase the revenue account and increase the expense account(s).

Fund Type

ASB

[Click here for information on when to use this form or CLASS-Web.](#)

Seq #	Fund	Org	Account	Program	Increase	Decrease	Type
1	903988	39330	8890	880000	250.00	Amount	
2	903988	39330	4020	690200	250.00	Amount	
3					Amount	Amount	
4					Amount	Amount	
5					Amount	Amount	
6					Amount	Amount	
7					Amount	Amount	
8					Amount	Amount	
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19					Amount	Amount	
20					Amount	Amount	
Document Total:					500.00	500.00	

Signatures for Approval

SPENDING FUNDS

There are various ways to spend club funds. The appropriate process will depend on the type of expense. The club minutes approving the budget must always be attached to the appropriate form, in addition to any other required documentation.

Purchase Orders

Form: [Requisition Request Form](#)

- Some purchases may call for a Purchase Order (PO) to be issued
- Vendor should provide a quote (to be attached to the form)
- College issues PO to vendor and the order is processed
- Invoice should be sent to the Advisor
- Advisor signs and submits invoice to Administrative Services

Reimbursements

Form: [Disbursement Request Form](#)

- If a PO is not plausible, a student or employee may go out of pocket and request reimbursement*
- Full, complete receipts must be attached and must show the business name/information, itemized charges with cost, subtotal, and proof of payment. If any elements are missing, your form will be returned for correction.

*Some expenses may not be paid out of pocket.

Amazon/Office Depot

Form: N/A, contact Student Life Office

- Supplies may be purchased using a college business account with Amazon and/or Office Depot
- The club and/or Club Advisor should reach out to the Student Life Office for assistance with ordering

WHAT IS A FOAP?

- A FOAP (aka a “budget string”) is a set of numbers that indicate the budget that will cover an expense. All financial information is recorded under a FOAP, and any form involving an expense or purchase will require a FOAP to be indicated on the form.
- FOAP stands for Fund – Org – Account – Program.
 - The **Fund** code indicates the pot of money that belongs to a specific club. Every club that is formally established is assigned a Fund number. Think of it like an account number for a checking account.
 - The **Org** code indicates the department responsible for the funds. In this case, all clubs use the same org code, 39330, which means “ASB.”
 - The **Account** code indicates the type of expense for a purchase. This code will always vary depending on each individual purchase. For example, if you buy food for a club meeting, the account code to use would be 5884, which means “Food.” If you bought supplies, you’d use 4020, which means “ASB Supplies.”
 - The **Program** code ties in with the Org code to indicate the program responsible for the budget. In this case, all student clubs use 690200, which means “ASB Expenses.”

EXAMPLES OF FOAPS

- Let's say a club for Marine Biology is established and given a designated Fund number, 903750. They follow the steps outlined in this PPT and are ready to spend their funds. They spend \$100 on food for club meetings, \$50 on supplies, and \$300 on expenses for an upcoming field trip. The reimbursement for these expenses would be coded as follows:

This tells us it is the Marine Biology Club's budget

903750-39330-5884-690200

903750-39330-4020-690200

903750-39330-5212-690200

This tells us it is a budget in the ASB/Student Life department

5884 indicates a food purchase.
4020 indicates a supply purchase.
5212 indicates field trip purchases.

This tells us it is an ASB Expense

WHAT ABOUT FUNDRAISING?

- Consult the Student Life Office for the specific fundraising process.
- Funds should be deposited to the Administrative Services Office or Campus Safety by the end of the day. Do not hold onto funds for multiple days.
- Revenue uses a specific Account and Program code, 8890-880000, respectively. All clubs follow this FOAP structure for depositing revenue: 903XXX-39330-8890-880000. The Fund number should be replaced with the Fund number established for the club (e.g. 903750).
- When depositing funds, a Deposit Slip will need to be filled out and the funds and deposit slip should be placed inside an envelope and sealed. The Administrative Services Office has envelopes and slips available in Bldg 1600, Rm 1689 on the second floor.

KEY TAKEAWAYS

- Approve budget before spending – it's mandatory!
- Clear and correct minutes are essential
- Submit your budget on InformedK12
- Plan ahead – some processes take time
- Ask for help before spending to ensure you follow the correct procedures
- Spend wisely! Unspent funds carry over to future semesters

RESOURCES

Administrative Services Pages

- [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](#)

Student Life Pages

- [Student Life Homepage](#)
- [Student Life Forms](#)
- [Student Clubs](#)
- [Student Government](#)
- [LPCSG Forms](#)

FOR ASSISTANCE:

Administrative Services

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

Thomas Rothman

(925) 424-1636

trothman@laspositacollege.edu

Bldg. 1600, Rm 1689 (2nd Floor)

Student Life

For all other questions regarding Student
Clubs:

LPC Student Government

(925) 424-1490

Lpc-studentlife@laspositacollege.edu

Bldg. 1600, Rm 1643 (1st Floor)

We are here to help! Please do not hesitate to reach out for assistance!