

ASB WORKSHOP

HOSTED BY PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

The Fiscal Crisis & Management Assistance Team (FCMAT) will provide a workshop on how to maintain an effective and legally compliant associated student body program.

The workshop will focus on what you need to know to maintain fiscal accountability, legal compliance, transparency and accuracy in student accounts. The workshop will also help keep you out of trouble and aware of the rules for operating and being involved in ASB.

Topics will include:

- What funds belong in the ASB account
- Decision-making authority of student councils
- Useful tools and procedures
- Applicable laws and regulations
- Overall rules and responsibilities
- Practical advice
- Effective procedures for safeguarding assets
- General business practices and internal controls
- How funds can be raised and spent
- Much, much more

The information will be communicated in an easy-to-understand manner and will focus on how to get things done within the parameters of the law.

Who Should Attend?

School site administrators, ASB/club faculty and teacher advisors, ASB school site bookkeepers, student council and club members, those from the district involved in oversight of ASB, and others responsible for ASB activities.



Where and When

Panama-Buena Vista Union School District

4200 Ashe Rd., Bakersfield, CA 93313

Board Room, south of main office

One workshop, two convenient times:

September 20, 2018 • 8:30 a.m. to Noon

September 21, 2018 • 8:30 a.m. to Noon

Registration begins at 8 a.m.

Cost: \$50 per participant

To register, contact:

Sandie Taylor

Administrative Secretary Senior,
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Panama-Buena Vista Union School District

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FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services