

# Saddleback High School

## ASB Approvals

11/9/2021

### Amendments

Date of Request	Club Name	Account #	Description of Purchase	Payable to:	PO #:	Original Amount	Amendmended Amount	Reason	Approved	Pending	Not Approved	Comments
11/3/2021	Esports	086-2585	Reimbursement not to exceed the amount approved for snack bar supplies	Danny Hernandez	682	\$1,000.00	\$1,622.20	Adviser purchased items thinking other \$1000 reimbursement funds request had already been approved	X			Advisers were notified via email that this is an audit finding. From now on paperwork will need to be submitted and checked with available PO balances or snack bar will be closed.
11/3/2021	Esports	086-2585	Reimbursement not to exceed the amount approved for snack bar supplies	Danny Hernandez	696	\$250.00	\$271.39	Went over approved amount due to purchasing of extra snacks	X			Advisers notified via e-mail that expenses not previously approved are not allowed on open PO's.
9/21/2021	Key Club	086-4040	Reimbursement not to exceed the amount approved for 2021-2022 Key Club Membership Dues	Heather LaBare	681	\$1,200.00	\$1,244.00	Adviser had to purchase extra chaperone ticket for Fall Rally due to more students attending than anticipated	X			
11/2/2021	Varsity Football	086-7680	Reimbursement not to exceed the amount approved for team meals and snacks purchased	Glenn Campbell	701	\$500.00	\$515.79	Went over on expenses due to tax and gratuity	X			

### Expenses (Green Sheet)

Date of Request	Club Name	Account #	Description of Purchase	Payable to:	Amount	Available Funds	Approved	Pending	Not Approved	Comments
10/26/2021	Cheerleaders Club	086-1520	Sharp Competition Registration	Sharp International, Inc - P.O Box 338 Claremont, CA 91711	\$870.00	\$3,619.00	X			Six Flags Sharp Cheerleading Competition for 12 members at \$870 total.
10/26/2021	Cheerleaders Club	086-1520	12 competition bows for 12 members	Bows by Sabrina	\$216.00	\$2,749.00	X			Bows will be a gift to the members
11/3/2021	Esports	086-2585	Reimbursement not to exceed the amount approved for snack bar supplies	Danny Hernandez	\$1,000.00	\$1,700.00	X			Adviser purchased items thinking this funds request had already been approved
10/26/2021	Hip Hop Team	086-3590	Reimbursement not to exceed the amount approved for team jackets from clothingshop.com and jersey + pants from Amazon.com for new team members	Alex Bravo Gunnells	\$400.00	\$2,194.69	X			
11/2/2021	Hip Hop Team	086-3590	Team Competition Registration Payment	JAMZ	\$650.00	\$1,794.69	X			
10/28/2021	Water Polo	086-7800	Boys water polo banquet remaining balance for Nov. 30 @ the Block	Dave and Busters @ the Block	\$800.00	\$7,151.00 + tournament entry fees and payments for banquet	X			Adviser and co-adviser were notified via email that this is an audit finding. Paperwork will need to be submitted and checked with available PO balances or snack bar will be closed.

### Fundraisers (Blue Sheet)

Date of Request	Club Name	Account #	Description of Fundraiser	Cost of Items	Selling Price	# of Items Purchase	Anticipated Income	Anticipated Profit	Approved	Pending	Not Approved	Comments
10/26/2021	Cheerleaders Club	086-1520	Buying Bows	\$18.00	\$18.00	12	\$216.00	\$0.00	X			Buying 12 competition bows for a total of \$216 for \$18 each.
10/26/2021	Cheerleaders Club	086-1520	Competition Registration	\$75.00	\$75.00	12	\$900.00	\$0.00	X			Six Flags Sharp Cheerleading competition for 12 members at \$870 total.

11/4/2021	Class of 2023	086-1740	Junior Package	Prom \$71 + Crewneck \$15.25 + Keychain \$1 = \$87.25	Prom \$75 + Crewneck \$20 + Keychain \$5 = \$100	75	\$7,500.00	\$956.25				X
11/2/2021	Class of 2025	086-1750	Movie Night: Book of Life	Donated	\$1-\$2	150	\$150.00	\$150.00				X
11/2/2021	Hip Hop Team	086-3590	After School Snack Bar - (Water also to be sold during school hours)	\$0.00	\$1-\$2	200	\$150-\$250	\$150-\$250				X

**Fundraising Recap (Yellow Sheet)**

Date of Request	Club Name	Account #	Description of Fundraiser	Cost of Items	Selling Price	# of Items Purchase	Anticipated Income	Net Profit	Approved	Pending	Not Approved	Comments
11/5/2021	Class of 2022	086-1760	Senior Hoodie Fundraiser	\$4,036.57	\$30-\$35	144	\$350.00	\$900.43	X			
11/3/2021	Class of 2024	086-1780	Snack Bar @ Movie Night 10-22-21 Halloween Town	\$0.00	\$1-\$2	150	\$150.00	\$173.00	X			
11/4/2021	Key Club	086-4040	Key Club Dues	\$368.00	\$13.00	32	\$390.00	\$48.00	X			
11/4/2021	Spyder Lab	086-6745	C. Whittington Vinyl Lettering AVID Stoles	\$76.00	\$4.00	38	\$152.00	\$76.00	X			
11/3/2021	Student Council	086-6860	Fan Cloth Online Store Sales	\$0.00	\$19.50-\$42.50	54	\$150.00	\$0.00	X			Funds were not raised because a minimum of 60 items were not sold therefore a donation was not made to the school

**Transfers (White Sheet)**

Date of Request	Club Transferring From	Account #	Club Transferring To	Account #	Purpose	Amount	Amount Available	Approved	Pending	Not Approved	Comments
11/2/2021	E-Sports	086-2585	Spyder Lab	086-6745	Not to exceed the amount approved for the purchase of Rocket League Jerseys	\$160.00	\$2,819.46	X			

ASB Treasurer/Secretary Approval: *Sandoza*

Date Approved: 11/9/21

ASB President Approval: *Ray Robl*

Date Approved: 11/9/21

Activities Advisor: *Byrne*

Date Approved: 11/9/21

Principal: *[Signature]*

Date Approved: 11/9/21