

DISTRICT SUPPORT FOR THE INTERSCHOLASTIC ATHLETICS PROGRAM

Purpose and Scope

To provide schools with a method of making *immediate* payment for authorized interscholastic athletic program expenditures through use of student body funds. This procedure is limited to *non-salary* costs involved in the district-approved interscholastic athletics program. Vendor-supplied services that include labor are permissible (e.g., ambulance service and security service).

District Support for the Interscholastic Athletics Program

The district provides financial support of interscholastic athletics to ensure that all interested students in senior high schools have an opportunity to participate in district-approved interscholastic sports. Program funds are allocated to schools only if athletic programs are actually conducted and only for actual cost of the program as determined annually by the district.

Payments to ASB Fund

ASB may process claims for non-salary interscholastic athletic expenditures listed below, which may require immediate payment and, in turn, may request payment from the school's allocation of program support funds being held by the district.

Authorized expenditures:

1. Fees for officials
2. Mileage reimbursement to employees for use of personal cars for transportation essential to the operation of the interscholastic athletics program
3. Athletic supplies and equipment (or cleaning and repair)
4. Facility rental
5. Tournament entry fees
6. Supervision
7. Ambulance service
8. Buses
9. Other game-related expenses pre-approved by the District Athletics Office

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In effect, a school “draws” on its portion or allocation of district support for its interscholastic athletics program. Requests for reimbursement are routed to the Accounts Payable Department.

Standard procedures for equipment, supplies and materials purchases should be used whenever possible, with purchases charged against the school’s support account. Legal and policy restrictions within those procedures apply to purchases regardless of method of payment (e.g., following the districtwide asset inventory process).

Prohibited purchases or expenditures

Certain expenditures of public funds are prohibited by law and ASB expenditures in these areas will not be reimbursed:

1. Items for personal use of employee or student
2. Any expenditure that may constitute a gift of public funds
3. Items not directly related to the interscholastic athletics program
4. Services or supplies already under district contract via procurement (reference AR 3300)

Documentation required

All supporting documentation (attached to the Interscholastic Athletics Summary Reimbursement Claim and ASB Requisition) must include the following for each item of expense referenced in the Payments to ASB Fund section above:

1. Description of purchase (item or service), from whom purchased, invoice/voucher date, cost, quantity
2. Proof of receipt of materials and/or services (signature of school official certifying receipt)
3. Proof of payment (ASB check number, date, and invoice/voucher marked “paid”)
4. Signature of person authorized to make such purchases and payment

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Implementation

1. Payment of officials fees
 - a. The Athletic Director prepares an ASB Requisition three times a year (Fall, Winter, Spring) for the total amount of officials fees per season. The supporting documentation (attached to the ASB Requisition) must include the season schedules and a break down of the number of officials per game per sport. ArbiterPay transaction fees are to be included in the amount.
 - b. The Athletic Director submits the ASB Requisition and supporting documentation to the Financial Clerk for processing.
 - c. Officials are assigned to games by their Association's Official Assigner through Arbiter. Arbiter's information is input into ArbiterPay, which is the program officials must sign up for in order to be paid.
 - d. The Athletic Director works with administration to implement an internal control process with coaches to ensure accurate payment to officials via ArbiterPay. The Athletic Director authenticates the scheduled payments and on Tuesday of each week, submits approval in writing to the school's Financial Clerk for processing ensuring weekly payment.
2. Financial Clerk
 - a. Issues ASB check payable to the school's ArbiterPay account and debits clearing account.
 - b. Submits an Interscholastic Athletics Summary Reimbursement Claim with supporting documentation that must include a detailed ArbiterPay report to the district's Accounts Payable Department at the end of each athletic season (Fall, Winter, Spring).
 - c. Credits clearing account when payment is received from district.
 - d. Accounts Payable Department issues warrant constituting payment to ASB for authorized expenditures.

Regulation
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SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California