

CLUB SPONSOR RESPONSIBILITY AFFIDAVIT

According to the Texas Education Agency's Financial Accountability System Resource Guide (FASRG), an *individual activity fund sponsor shall be responsible for managing their respective activity fund. This responsibility can include:*

- ✓ *Reviewing the activity fund reports annually*
- ✓ *Monitoring the financial position of the activity fund*
- ✓ *Developing fund raising plans*
- ✓ *Safekeeping of activity funds in a secured location with the financial secretary*
- ✓ *Other fiduciary responsibilities*

As the sponsor for the _____ activity fund, I certify that I will comply with the school district's activity policies and procedures. Specifically, I agree that I will:

- ✓ Conduct an annual election of officers and submit the list to my financial secretary
- ✓ Submit a fund raising plan
- ✓ Conduct authorized fund raisers and complete the Fundraiser Authorization Form
- ✓ Collect, document, and submit **all** funds to the Financial Secretary
- ✓ Comply with all school district purchasing policies and procedures to include:
 - Submitting a requisition for all expenditures
 - Obtain approval from student activity club officers for all club purchases/expenditures
 - Document receipt of goods/services received
- ✓ Review, monitor and reconcile club account receipts and expenditures monthly
- ✓ Retain all club account records, such as cash handling forms, fund raising forms, receipts...and be ready for audited each Spring and Summer

Print Name

Signature

Club Account Name

Date