



Moulton Independent School District

Activity Account Sponsor's Affidavit of Responsibility

I acknowledge that I received a School Activity Fund Handbook, received training and pledge to adhere to the procedures and responsibilities, as directed therein by the Board of Trustees for Moulton Independent School District.

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:

- ✓ Developing fundraising plans
- ✓ Monitoring the financial position of the activity fund
- ✓ Reviewing the activity fund financial statements
- ✓ Safekeeping activity fund money until it is deposited by the school district
- ✓ As sponsor of an activity account, I further acknowledge:
 - It is my responsibility to maintain a positive cash balance in the account
 - The only time a negative cash balance is acceptable is when items for a fundraiser are purchased in advance of collections of the fundraiser's sales
 - A negative cash balance will be corrected to a positive cash balance as quickly as possible, but no later than April 24, 2015 of the current fiscal year.

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 campus principal and business manager
- ✓ Submit a fundraising plan (2 fundraisers per year)
- ✓ Conduct authorized fundraisers to include submission of an Authorization to Conduct a Fundraiser Form and Fundraiser Profit/Lost Statement
- ✓ Collect, receipt, and submit ALL funds to the Business Manager
- ✓ Comply with all school district purchasing policies and procedures to include:
 - Submitting a Purchase Order Request Form for all expenditures in advance (reflect in meeting notes)
 - Obtain approval from student activity club members for all club purchases/expenditures
 - Document receipt of goods/services
- ✓ Review and monitor club account receipts and expenditures
- ✓ Retain all club account records, such as fundraising forms, receipt books and meeting minutes

Name of Activity Account

Sponsor's Signature

Date

Printed Name of Sponsor

Principal's Signature

Date

Contact the Central Administration Office if you have any questions.