

**LA GRANGE INDEPENDENT SCHOOL DISTRICT
Club/Organization 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:*

- ✓ *Developing fund raising 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, and*
- ✓ *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, if a bona fide organization per the Texas State Comptroller, and submit the list to my Campus Principal, Campus Financial Secretary, and Business Office
- ✓ Conduct authorized fundraisers to include submission of an **Authorization to Conduct a Fund Raiser Application** and **Fundraiser Financial Recap Report**
- ✓ Collect, receipt, and submit **all** funds to the Campus Financial Secretary in accordance with the District's cash handling procedures
- ✓ Comply with all school district purchasing policies and procedures to include:
 - Submitting a requisition for all expenditures
 - Obtain written and dated approval from student activity club members for all club purchases/expenditures with officers' signatures to be provided to the Business Office
 - Document receipt of goods/services and sign-off on all invoices
- ✓ Review, monitor and reconcile club account receipts and expenditures
- ✓ Retain all club account records, such as fundraising forms, receipt books, etc., and submit to the Campus Financial Secretary at the end of the school year.

Print Name

Signature

Club/Organization Account Name

Date