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TORNILLO INDEPENDENT
SCHOOL DISTRICT
Educating children today to be the leaders of tomorrow.



Tornillo Independent School District
Activity Fund Responsibility Acknowledgement Form

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:*

- ✓ *Monitoring the financial position of the activity fund*
- ✓ *Safekeeping activity fund money until it is deposited by the school district, and*
- ✓ *Other fiduciary responsibilities.*

As an activity fund sponsor I Acknowledge 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
- ✓ Conduct authorized activities to include submission of and Activity Application and Fund Raiser Recap
- ✓ Collect, receipt, and submit **all** funds to the Campus Secretary/Bookkeeper.
- ✓ Comply with all school district purchasing policies and procedures to include:
 - Submitting a Purchase Order Request or Activity Fund Check Request for all expenditures
 - **Obtain approval from student activity club members for all club purchases/expenditures**
 - 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 activity forms, receipt books, etc., and submit to the Campus Secretary/Bookkeeper at the end of the school year.

Print Name

Signature

Principal Signature

Date

Vision: Believe we can succeed, with pride we will achieve.

Mission: The mission of the District is to educate and inspire students in a safe and supportive environment which will result in closing the achievement gap by preparing all students for college readiness and success in a global society.

Revised on 08-01-2019