**Millsap ISD**

**Activity 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 fundraising plans*
* *Monitoring the financial position of the activity fund*
* *Reviewing the activity fund financial statements and,*
* *Safekeeping activity fund money until it is deposited by the school district*

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 for student activity accounts
* Submit a fundraising plan
* Conduct authorized fundraisers to include submission of an Authorization to Conduct a Fundraiser Form
* Collect, receipt, and submit **all** funds according to MISD procedures
* Comply with all school district purchasing policies and procedures to include:
	+ Submitting a requisition or 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 account receipts and expenditures
* Retain all account records, such as fundraising forms, receipt books, etc., to the MISD office at the end of the school year.

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Print Name Signature

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Account Name Date