



Finance Office
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**Anthony ISD
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:*

- ✓ *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 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
- ✓ Conduct authorized fund raisers to include submission of Fundraising Activity Application and Fund Raiser Recap
- ✓ Collect, receipt, and submit **all** funds to the Campus Secretary/Clerk.
- ✓ Comply with all school district purchasing policies and procedures to include:
 - Submitting a Purchase Order 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 fund raising forms, receipt books, etc., and submit to the Campus Secretary/Clerk at the end of the school year.

Print Name

Signature

Club Account Name

Date

Account Code: _____