



**Grand Prairie Independent School District
461 Campus Activity Funds
Sponsor Responsibility Affidavit**

In a 461 Campus Activity account funds are generated locally or donated to the school. The funds are managed by the principal or delegated staff sponsors and used for the general welfare of the school and the morale of the students. The accounts are instructional based groups such as band, orchestra, cheerleading etc. Funds are considered local, public funds and must abide by purchasing and bid laws.

According to the Texas Education Agency’s Financial Accountability System Resource Guide (FASRG), a *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 monthly with campus secretary*
- ✓ *Safekeeping activity fund money until it is deposited by the school district*
- ✓ *Other fiduciary responsibilities.*

As the Sponsor for the _____ campus activity account, I certify that I will comply with the school district’s activity policies and procedures. Specifically, I agree that I will:

- ✓ Submit the Application for Collection of Funds (ACOF) or Donation form to campus secretary for approval no less than 10 days prior to fundraiser.
- ✓ I will not advertise any fundraiser or collect any money prior to the Application for Collection of Funds being approved by the principal, area superintendent, purchasing, and finance office.
- ✓ Collect and submit all funds, receipts / tabulation sheet, and sponsor deposit report to the Campus Secretary. I will not hold any money in my possession longer than 24hrs.
- ✓ Only use District Receipt book or tabulation sheet to track all collections.
- ✓ Use Sponsor Ledger to record account activity throughout the year and meet with campus secretary monthly to reconcile account. Sponsor ledgers are due to Campus Secretary the 1st Monday of every month for Finance office review.
- ✓ Comply with all school district purchasing policies and procedures to include:
 - Submitting a requisition request for all expenditures
 - Document receipt of goods and services
- ✓ All funds collected must be expensed through Accounts Payable. I will not use cash, personal credit card, checks, money order or cashier’s check to pay for any expenses.
- ✓ Upon the end of the year, a required meeting with the Campus Secretary is to be held to reconcile activity account
- ✓ After account reconciliation, sponsor signature is required on Activity Summary Sheet
- ✓ GPISD receipt books and sponsor ledger, etc. are to be turned into Campus Secretary prior to my last day on contract
- ✓ I understand that I will be held responsible for any student funds entrusted to me and I will reimburse the district or student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

ACCOUNT CODE: 461 E ____ 6499 00 ____ 0 99 ____

Sponsor Print Name Date

Sponsor Signature

Principal Print Name Date

Principal Signature