



**Grand Prairie Independent School District
895 Agency Activity Funds
Club Sponsor Responsibility Affidavit**

An 895 Agency Activity account also known as Sunshine account is staff generated funds only collected during employee contract times and used for the purpose of: Staff Jean Days, Staff Potluck Lunches, flowers for funerals, birthday celebrations, supplies for baby showers, etc.

- ✓ These funds are held by the district on behalf of the group and are spent as the group directs.
- ✓ The funds are not district budgeted. Any funds remaining in the activity account will carry forward to the new school year.
- ✓ To close an account, the account must be dormant for four years.
- ✓ Closed accounts will not be allowed to reopen for four years.

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 _____ 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
 - Obtain approval from student activity club members for all club purchases/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: 895 E 13 6499 00 ____ 0 99 477

Sponsor Print Name Date

Sponsor Signature

Principal Print Name Date

Principal Signature