

Elgin Independent School District

Acknowledgement of Principal’s Responsibilities Concerning Activity Funds

The purpose for the raising and expending of funds by student groups is for the direct benefit of the students. Fundraising activities will contribute to the educational experience of the students and will not conflict with the instructional program. The principal is responsible for overseeing the proper collection, disbursement, accounting, and control of all Activity Funds.

I hereby acknowledge that I agree to read the “Activity Fund Manual” (located on the internet at www.elginisd.net under the Business Office) and that I am responsible for complying with it. In particular, I acknowledge that:

1. I am responsible for ensuring that every faculty sponsor, campus bookkeeper/ secretary, and other parties involved in the handling of Activity Funds reads and follows the guidelines and procedures in the Activity Fund Manual.
2. All fundraising and sales activities will be approved, **in advance (30-day advance for fundraising)**, by me and the Business Office using the Fundraising/Sales Activity Application (form AF-108).
3. I am responsible for the safekeeping of funds at the school when it is not feasible for them to be deposited to the District’s bank.
4. I am responsible for ensuring that all faculty sponsors and other related parties turn in Activity Fund money to the campus bookkeeper/secretary **daily (no exceptions)** in the same form it was received.
5. I am responsible for ensuring that at the completion of all fundraisers/sales, the Fundraising/Sales Activity Application Recap (bottom portion of form AF-108) will be completed and submitted to the Business Office for approval within 30 days after the ending sale date.
6. I am responsible for ensuring that all purchases made on behalf of the departments and student organizations will be made by requisition and approved, **in advance**, by me and the Business Office through the online TxEIS requisitioning system.
7. I am responsible for ensuring that Activity Fund records are retained for seven years by the faculty sponsor and campus bookkeeper/secretary.
8. I am responsible for notifying the CFO if I suspect any type of fraud concerning Activity Funds.

I understand that I will be held responsible for any Activity Funds entrusted to me and that I will reimburse the department or student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

Principal Name - Printed

Campus

Principal Signature

Date