



# FINANCIAL and STUDENT ACTIVITY ACCOUNTABILITY

## PLEASE READ CAREFULLY BEFORE SIGNING

1. I understand that I, as Advisor of the Student Activity Club (Organization) named below, am responsible for preparing the annual Purpose Statement for our organization, for supervising activities, including the preparation of fundraising potential forms, cash deposits and any other duty assigned by the proper administrative authority.
  2. I certify that our organization will not co-mingle funds with any other student organization or district support group.
  3. I certify that our organization's funds will be used within the framework of the Purpose Statement.
  4. I certify that I have read a copy of the Student Activity Handbook which outlines the student activity procedures for the current year (available on the district's web site).
  5. I understand that any contract for the purchase of services, supplies or equipment must be signed by the Treasurer (advisors are not permitted to sign contracts).
  6. I understand that any merchandise/equipment purchased with funds from this activity is the property of The Berea City School Board of Education and if appropriate, will be accounted for on an inventory report which I am responsible for preparing.
  7. I understand that all purchases from the activity account must be made according district policy/procedures and the Purchasing Manual.
  8. I understand that all records for this activity are the property of The Berea City School Board of Education. They must be turned in to the financial secretary/bookkeeper at the conclusion of this school year for auditing purposes, and kept for three years (two years after being audited).
  9. I understand that if any of the above stipulations are not followed, I could be responsible for repayment and/or replacement of funds and/or property.
- I will not be submitting requisitions for purchase orders, conducting any fundraiser events and/or handling district funds as part of my role as an advisor for this activity.

School Year \_\_\_\_\_ Your Building: \_\_\_\_\_

Activity/Club Name: \_\_\_\_\_

Activity Account No. (s) \_\_\_\_\_

*Advisors on multiple accounts may list all of them here. Separate forms are not necessary.*

\_\_\_\_\_  
Advisor's PRINTED NAME

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date Signed