

Pflugerville Independent School District
Acknowledgement of Faculty Sponsor Responsibilities
Concerning Activity Funds

The purpose for the raising and expending of funds by activity groups is for the direct benefit of the students. Fund raising activities will contribute to the educational experience of the students and will not conflict with the instructional program. The **exempt** faculty sponsor of an activity group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed by Activity Funds. Non-Exempt employees or also known as Paraprofessionals cannot be a sponsor of any activity group.

I hereby acknowledge that I am an exempt employee and agree to read the Activity Funds section of the [Finance Policies and Procedures](#) and that I am responsible for complying with it. In particular, I acknowledge that:

1. I am responsible for attending the annual Activity Funds training and submitting my original signed Acknowledgement of Responsibilities Concerning Activity Funds to the campus bookkeeper/secretary **before** handling any Activity Funds.
2. All Activity Funds collected will be approved, **in advance**, by completing the top portion of the Activity Fund Collection Pre-Approval & Record form and submitting it to the campus bookkeeper/administrative associate for principal approval **prior** to the solicitation of any funds.
3. I am responsible for safeguarding and accounting for funds received from or on behalf of students by using the appropriate district-approved supporting deposit documentation and verifying all receipts are accounted for when funds are submitted to the campus bookkeeper/administrative associate for deposit. **I shall never use undeposited cash to purchase merchandise or services. Using undeposited cash for purchases will result in appropriate disciplinary action, including possible termination of employment with Pflugerville ISD.**
4. Activity Funds collected, along with the required supporting documentation and deposit form, will be turned into the campus bookkeeper/administrative associate **daily** in the same form it was received, **and I am responsible for the safekeeping of funds at the school until acknowledgement of receipt and verification by the campus bookkeeper/administrative associate.**
5. At the completion of all Activity Fund collection events (fund-raisers, sales, tournaments, etc.), the middle and bottom portions of the Activity Fund Collection Pre-Approval and Record form will be completed and submitted to the campus bookkeeper/administrative associate for verification and submittal to Finance **within two weeks after the end of the event.**
6. All purchases made on behalf of the student organization will be approved by the campus bookkeeper/administrative associate and principal **in advance of the commitment of funds** using a purchase order or district pre-approval form **and** paid by district check. Local Board Policy CH states that **“persons making unauthorized purchases shall assume full responsibility for all such debts.”**
7. Planning will be completed in advance of any and all activities accordingly and all payment requests will be submitted to the campus bookkeeper/administrative associate at least a **week** (Student Activity) / **two weeks** (Campus Activity) **before** the check needs to be issued.
8. I will maintain a positive balance in my organization’s account by tracking the Activity Fund balance, keeping copies of all transactions to verify with the monthly Activity Fund reports, and working with the campus bookkeeper/administrative associate to immediately resolve any discrepancies. If necessary, I will contact the principal to help resolve any issues. **Accurate financial records on the sponsor’s part ensures self-protection should any discrepancy arise.**
9. I am responsible for notifying the principal, campus bookkeeper/administrative associate, and Finance if I suspect any type of fraud concerning Activity Funds.
10. I am responsible for retaining original Activity Fund records for the current fiscal year and five prior fiscal years.
11. I am responsible for following all procedures in the Finance Policies and Procedures, including those not specifically listed here, and contacting the campus bookkeeper/administrative associate if I need training.

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

Employee Sponsor Name – Printed

Signature

Date

Activity Group

Campus