



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

Club Sponsor End of Year Checklist

Campus: _____

The following items will be checked at end of year by campus Finance Clerk. The Finance Clerk will be requiring your assistance when verifying that all items on this list are completed. The District's external auditors will be auditing these items at the end of the fiscal year (June 30th) and in order for the District to have a clean audit over student activity accounts we will need all records in order. Thank You.

_____ All Fund-Raisers have been completed for 2019/2020 school year.

_____ All monies collected have been turned in for deposit to Finance Clerk

_____ All expenses have been paid to all vendors

What is the balance in your club account? _____

Will you be the club sponsor in the 2020/2021 school year? _____

If no, all remaining balances will be transferred to the Student Motivational Account and your club account will be closed.

By signing off on this you are taking full responsibility of the outcome of this test and agree to make the necessary arrangements so that all items are complete before summer break.

Club Sponsor's Signature

Date

Verified by:

Finance Clerk's Signature

Date

Principal's Signature

Date