

FACULTY SPONSOR RESPONSIBILITY AGREEMENT
FUND 461 CAMPUS ACTIVITY FUNDS
FUND 865 STUDENT ACTIVITY FUNDS

Funds collected and raised by a student group are to be expended for the direct benefit of the student group in accordance with the desires of the student group generating the funds. Fundraising activities will contribute to the educational experience of the students and they will not conflict with the instructional program. The money raised by student groups shall be held by Burkburnett ISD in a trustee capacity. The faculty sponsor of a student group or a campus activity is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from club or campus activity accounts.

All BISD *Student Activity Fund* accounts are liability accounts. Therefore, when a balance shows as a negative amount, it means the account is in the positive, if the balance is a positive amount then the account is in the negative.

Example of a positive balance in a BISD Student Activity Fund account:

865-L- 00-2191-69-001-000 HS Athletic Activity, balance: -4,400.00; this example reflects that this activity account has a positive balance of \$4,400.00.

Example of a negative balance in a BISD Student Activity Fund account:

865-L- 00-2191-69-001-000 HS Athletic Activity, balance: 4,400.00; this example reflects that this activity account has a negative balance of (\$4,400.00).

I hereby acknowledge that I have READ the *BISD Activity Fund Manual* and that I am responsible for complying with it. In particular, I acknowledge that:

1. All fundraising activities will be approved in advance by the campus principal using the designated form.
2. I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
3. Student activity money will be sent to the BISD Business Office daily, for deposit at FIRST Bank-Burkburnett, in the same form in which it was received.
4. All funds (cash or checks) received by a sponsor will be deposited into the corresponding student/campus activity fund. A sponsor 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 Burkburnett ISD.
5. At the completion of all fundraisers, a Fundraiser Analysis Report will be completed and retained for internal audit purposes.
6. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal/BISD Business Office personnel using the appropriate form for the activity (travel advance, purchase requisition, etc). No purchases will be made using undeposited cash.
7. In general, no purchases will be made "on account", meaning that no purchases will be made when a student group account contains a negative balance, unless approved by the BISD Business Office under very rare circumstances.
8. I will maintain a positive balance in my organization's account at all times.
9. I will plan accordingly and submit all requests to the Business Office at least one week prior to a check being issued.

I understand that I will be held responsible for any Student/Campus Activity Funds entrusted to me, and that I will reimburse the student organization for any money (or property purchased with student activity money) which is lost due to carelessness, theft, or fraud on the part of the sponsor.

Student Group or Campus Activity

Campus

Sponsor Signature

Date

This form must be returned to Angie Jordan at the BISD Business Office.