

Birdville ISD

Activity Account Cash Handling Acknowledgement of Responsibilities

The Activity Fund is designed to account for funds held by a school in a trustee capacity or as an agent for students, club organizations, faculty and the general administration of the school. The purpose for the collecting, raising and expending of funds by campus and student groups is to promote the general welfare, educational development and morale of all students.

I hereby acknowledge that I have reviewed the BISD Sponsor Training and that I am responsible for complying with the policy and procedures in place. In particular, I acknowledge that:

1. I am responsible both for safeguarding and accounting for funds received from or on behalf of students.
2. Campus and Student activity money collected will be receipted and submitted to the campus secretary regularly (preferably daily) and in the same form which it was received.
3. All purchases made from Activity Accounts will be made by check and approved by the Principal using the Check Request Form.
4. I will review the designated campus or student account to ensure a positive balance is maintained in account.
5. All fundraising activities will be approved, in advance, by the Principal on the Fundraiser Approval and Recap Form.
6. At the completion of all fundraisers, the Fundraiser Approval and Recap Form will be completed and submitted to the Principal for review.

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

Cash Handler/Collector Signature

Date

Principal

Campus