

Business Office  
19200 Cobb Street/PO Box 170  
Tornillo, Texas 79853  
(915) 765-3000 Phone  
(915) 765-3099 Fax

**TORNILLO INDEPENDENT**  
**SCHOOL DISTRICT**  
*Educating children today to be the leaders of tomorrow.*



**Tornillo Independent School District**  
**Activity Fund Responsibility Acknowledgement Form**

According to the Texas Education Agency's Financial Accountability System Resource Guide (FASRG), an *individual activity fund sponsor shall be responsible for managing their respective activity fund. This responsibility can include:*

- ✓ *Monitoring the financial position of the activity fund*
- ✓ *Safekeeping activity fund money until it is deposited by the school district, and*
- ✓ *Other fiduciary responsibilities.*

As an activity fund sponsor I Acknowledge that I will comply with the school district's activity policies and procedures. Specifically, I agree that I will:

- ✓ Conduct an annual election of officers and submit the list to my campus principal
- ✓ Conduct authorized activities to include submission of and Activity Application and Fund Raiser Recap
- ✓ Collect, receipt, and submit **all** funds to the Campus Secretary/Bookkeeper.
- ✓ Comply with all school district purchasing policies and procedures to include:
  - Submitting a Purchase Order Request or Activity Fund Check Request for all expenditures
  - **Obtain approval from student activity club members for all club purchases/expenditures**
  - Document receipt of goods/services and sign-off on all invoices
- ✓ Review, monitor and reconcile club account receipts and expenditures
- ✓ Retain all club account records, such as activity forms, receipt books, etc., and submit to the Campus Secretary/Bookkeeper at the end of the school year.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

***Vision:** Believe we can succeed, with pride we will achieve.*

***Mission:** The mission of the District is to educate and inspire students in a safe and supportive environment which will result in closing the achievement gap by preparing all students for college readiness and success in a global society.*

Revised on 08-01-2019