



BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

RESPONSIBILITIES OF BOOKKEEPERS/ELEMENTARY SECRETARIES

The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds are to be used to finance activities which supplement the educational curriculum of the district. Fund raising activities will contribute to the educational experience of the pupils and will not conflict with the instructional program. Money raised by student groups and organizations is held by the school as trustee. The faculty sponsor of a student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from club accounts.

I hereby acknowledge that I have read the *BISD Student Activity/Motivational Fund Accounting Manual* and that I am responsible for complying with it. In particular, I acknowledge that:

1. No fund raising activity shall take place unless I am in receipt of an approved Form A;
2. All purchases involving Student Activity Funds will be made by check and approved in advance by the principal using Form B, Check Request Form. All inter-club transfers will be made only with an approved Form B-1, Club Transfer Form;
3. No money shall be received without a completed Deposit Reconciliation Form (Form D)
4. I understand that I must issue a receipt of any money received to the individual submitting the money;
5. Funds received must be deposited into the bank within 4 days of receipt for secondary schools and a week for elementary schools.
6. I understand that I will be held responsible for any student activity funds entrusted to me.

_____ by initialing this paragraph, I agree and understand that if any money (or the replacement value of property purchased with student activity money) is determined upon an investigation to be lost due to carelessness, theft, or fraud, that I will be considered responsible for such funds. Further, I understand that I will be expected to sign a wage deduction authorization agreement authorizing repayment of lost funds which may occur through payroll deduction.

Printed Name _____ **Date** _____

Signature _____ **Student Group** _____