

STUDENT ACTIVITY FUNDS
END OF YEAR
SPONSOR CHECKOUT LIST

SPONSOR NAME: _____ Phone #: _____

CLUB NAME: _____ Campus: _____

Each sponsor must have the following completed in order to check out at the end of the school year. Answer **yes** or **no** on the following:

1. Receipt Book issued? _____ Receipt Book # _____

Notes: _____

2. All Fundraising Financial Reports completed? _____
If no, report non-compliance to Principal.

Notes: _____

3. Any outstanding invoices? _____
If yes, forward to Accounts Payable for vendor payment.

Notes: _____

4. Signed Monthly Report of Account Transactions? _____
Sponsors are to sign off on a final account report verifying their balance and provided a copy. Any discrepancies should be addressed and resolved before end of the school year.

Notes: _____

5. *Is the club balance overdrawn?* _____
If yes, Sponsors are responsible for resolving overdrawn balances.

Notes: _____

6. Will the sponsor serve in the next school year? _____
If no, the Sponsor must turn in their binder containing all student activity information.

Signature of Sponsor

Date

Signature of Bookkeeper

Date