

## State Financial Operational Agreement

Name of School: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Employer Identification No: \_\_\_\_\_

Student Group to be supported: \_\_\_\_\_

Anticipated sources of income for this organization are: \_\_\_\_\_

\_\_\_\_\_

Purpose of organization and anticipated uses of funds: \_\_\_\_\_

\_\_\_\_\_

The above-named organization agrees to conduct its activities and operations in compliance with the Alabama Department of Education's Guidelines for Financial Operations of School-Related Organizations including the following specific requirements:

- a) The organization will comply with Internal Revenue Service requirements necessary for maintaining an Employer Identification Number.*
- b) The organization will provide the audit reports/financial review of its financial operations on at least an annual basis.*
- c) The organization will make its financial records available to the school's auditors or authorized school employees upon request.*
- d) The organization will provide financial reports as requested by school officials.*
- e) The organization will provide proof of a current fidelity bond for the treasurer.*
- f) The organization will not allow an employee of the above-named school to lead a fund-raising activity or maintain accounting records or bank accounts for the organization.*
- g) The organization will not provide any payment or benefit to an employee or officer or family member of the above-named school system in violation of State Ethics Law.*

\_\_\_\_\_  
Signature of Organization's Officer

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Faculty Sponsor

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date