



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14 2025

AGENDA ITEM:

Annual Activity Fund Planning and Approval Packages for FY 2025-2026

BOARD ACTION REQUESTED:

Motion to Approve Annual Activity Fund Planning and Approval Packages for FY 2025-2026

BACKGROUND INFORMATION:

Our auditor has stated that the Board of Education, at the beginning of each fiscal year, should approve all Activity Fund Sub-accounts and the purposes for which monies collected can be expended. They have further recommended that this be done in the following manner:

“Written documents should be prepared for each of the District’s Activity Funds on an annual basis.... These documents should outline the appropriate collections and acceptable expenditures for every Activity Fund Subaccount....”

The attached Annual Activity Fund Planning and Approval Package (Policy CFB-E1) provides the purpose of the account, the source(s) of income, and planned expenses. In addition, the package includes a Fund Subaccount Budget for 2025-2026, a Report on the Prior Year Fund Subaccount Budget, and Fundraiser Request for 2025-2026.

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Keaton Erskine

Name of Activity Fund: ESports Club Account No: 964

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	KE
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	KE
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	KE
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KE

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 964 ESports Club

PURPOSE

The purpose of the esports activity fund is to provide dedicated financial support for the school's esports program. This fund will be used to cover the essential costs associated with maintaining a competitive esports team.

SOURCE(S) OF INCOME

Dues/Fees, Donations

PLANNED EXPENSES

Dues/Fees/Registrations, Refreshments, Celebrations/Awards, Building Rental, Travel Expenses, Supplies

SPONSOR NAME

Keaton Erskine

SIGNATURE

KE

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: _____

ACCOUNT NUMBER: 964

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Keaton Erskine

Name of Activity Fund: ESports Club Account No: 964

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ 400.00	
Donations	\$ 400.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 800	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 800	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Dues/Fees/Registrations	\$ -150	
Refreshments, Celebrations/Awards	\$ -50.00	
Supplies	\$ -200.00	
Building Rental	\$ -200.00	
Travel Expenses	\$ -200	
_____	\$ _____	
Total Expenditures:	\$ -800	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Keaton Erskine

Name of Activity Fund: ESports Club Account No: 964

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

NO fundraisers listed.

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. - EST. EXP. = EST. PROFIT 0

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter Howell PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

Keaton Erskine SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE