



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

Annual Activity Fund Planning and Approval Packages for FY 2026-2027

BOARD ACTION REQUESTED:

Motion to Approve Annual Activity Fund Planning and Approval Packages for FY 2026-2027

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 2026-2027, a Report on the Prior Year Fund Subaccount Budget, and Fundraiser Request for 2026-2027

RECEIVED
JUL 22 2026

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2026-2027 Sponsor Name: Megan Sawyer-JohnsonName of Activity Fund: Library Account No : 803

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

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

* 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: 2026-2027

SITE: Skyline

ACCOUNT NAME: Library

PURPOSE

Library type income: advertising sales, awards/prizes, book fair sales, contest fees, contributions/donations, fees/fines/dues, BOE approved fundraisers, grants/scholarships, lost/damaged book fees, merchandise sales, redeposit of cash box start up, registrations, reimbursements/refunds/rebates, rental fees, student payments, ticket sales

SOURCE(S) OF INCOME

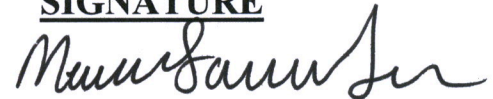
library type expenses: awards, advertising, books, cash box start up cash, competition expenses, custodial expenses, equipment/furnitures, fees/dues, fundraising expenses, meeting supplies and refreshments, newspapers, registrations, reimbursements/refunds, rental fees, subscriptions, supplies/materials and technology expenses. All approved BOE expenditures.

PLANNED EXPENSES

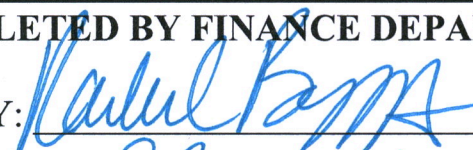
library type expenses: awards, advertising, books, cash box start up cash, competition expenses, custodial expenses, equipment/furnitures, fees/dues, fundraising expenses, meeting supplies and refreshments, newspapers, registrations, reimbursements/refunds, rental fees, subscriptions, supplies/materials and technology expenses. All approved BOE expenditures.

SPONSOR NAME

Megan Sawyer-Johnson

SIGNATURE**PRINCIPAL/DIRECTOR**

Natalie Fluty

SIGNATURE**TO BE COMPLETED BY FINANCE DEPARTMENT**APPROVED BY: 

DATE: 7/23/26

ACCOUNT NUMBER: 803 - Library

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027Sponsor Name: Megan Sawyer-JohnsonName of Activity Fund: Library Account No : 803

NEXT YEAR EST.

ACTUALS*

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 \$ 877.23 \$

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

Donations \$ 1,000.00Dues/fees/fines \$ 250.00\$ \$ \$ \$ Total Revenues: \$ \$ 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 2127.23 \$

4. EXPENDITURES AND ESTIMATED AMOUNTS:

Books/Supplies \$ 2,000.00\$ \$ \$ \$ \$ Total Expenditures: \$ 2,000.00 \$ 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 127.23 \$

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

CFB-E1

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

Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Library Account No : 803

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

AMOUNT OF MONEY TO BE RAISED:

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

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 _____

FINANCIAL SECRETARY SIGNATURE