



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** September 9, 2025

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**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: Bryan Bloomer

Name of Activity Fund: Chromebook Replace/Repair Account No: 865

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	BB
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	BB
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	BTS
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	BB

*\*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.*

RECEIVED AUG. 11. 2025

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 8/8/2025 SITE: Technology

ACCOUNT NAME: Chrome book Replace/Repair

PURPOSE

Primarily used to Supplement funding for district 1:1 devices. Also used as a reserve for unplanned Tech Expenditures related directly to chromebooks

SOURCE(S) OF INCOME

Device Liability Fee  
Intentional damage/cost of Repair

PLANNED EXPENSES

See "Purpose"

SPONSOR NAME

Breanna Boyer

SIGNATURE



PRINCIPAL/DIRECTOR

Bryan Bloomer

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 8/13/25

ACCOUNT NUMBER: 865

BOARD OF EDUCATION APPROVAL DATE: \_\_\_\_\_

RECEIVED AUG. 11 2025

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Bryan Bloomer

Name of Activity Fund: Chrome book Replace/Repair Account No: 865

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 NEXT YEAR EST. ACTUALS\*  
\$ 2288.58 \$ \_\_\_\_\_

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

1:1 Insurance fees + Repair Fees \$ 70,000

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_

Total Revenues: \$ \_\_\_\_\_ \$ \_\_\_\_\_

3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 72,288.58 \$ \_\_\_\_\_

4. EXPENDITURES AND ESTIMATED AMOUNTS:

Chrome book Repair Costs \$ 40,000.00

Hotspot Repair Costs \$ 10,000.00

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_

Total Expenditures: \$ 50,000.00 \$ \_\_\_\_\_

5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 22,288.58 \$ \_\_\_\_\_

**FUNDRAISER REQUEST**

Submit one copy per fundraiser (Due April 30)

Reporting School Year: \_\_\_\_\_ Sponsor Name: \_\_\_\_\_

Name of Activity Fund: \_\_\_\_\_ Account No: \_\_\_\_\_

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

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START \_\_\_\_\_ END \_\_\_\_\_

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \_\_\_\_\_ - EST. EXP. \_\_\_\_\_ = EST. PROFIT \_\_\_\_\_

\_\_\_\_\_  
SPONSOR SIGNATURE

\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

\_\_\_\_\_  
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 \_\_\_\_\_

\_\_\_\_\_  
SPONSOR SIGNATURE

\_\_\_\_\_  
FINANCIAL SECRETARY SIGNATURE