

**ADMIN / BOE
AF PACKETS**

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: KERRI YEE

Name of Activity Fund: Student Supply Account No: 801

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:

CFO will direct transfer of funds to school sites in the new fiscal year.

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KY PAB ✓

**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.*

not included

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: DISTRICT WIDE

ACCOUNT NAME: 801 Student Supply

PURPOSE

To provide school supplies, licenses and supplemental curriculum for orther sites within the district.

SOURCE(S) OF INCOME

Student Supply Income: AP Testing Fees, Class Supplies, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, Grants/Scholarships, Lost/Damaged Book Fee, PALS Profit, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Student Payments, Student Supply Fees.

PLANNED EXPENSES

Student Supply Expenses: Achievement Awards, Books, Cash-Box/Start-up Cash, Fees/Dues, Field Trip Expenses, Registrations, Reimbursements/Refunds, Subscriptions, Classroom related Supplies/Materials, Student Snacks, Technology Expenses, Tutoring and Transfers to other school student supply activity funds.

SPONSOR NAME

Kerri Yee

SIGNATURE

[Handwritten signature of Kerri Yee]

PRINCIPAL/DIRECTOR

Janet Vinson

SIGNATURE

[Handwritten signature of Janet Vinson]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 9/18/24

ACCOUNT NUMBER: 801 - STUDENT SUPPLY

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: KERRI YEE

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>132,935.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Supply Fees	\$ <u>105,000.00</u>	
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>105,100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>238,035.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Transfer to Elementary Schools	\$ <u>-100,000.00</u>	
Curriculum	\$ <u>-550.00</u>	
Co-curricular Subscriptions	\$ <u>-10,000.00</u>	
Technology	\$ <u>-10,000.00</u>	
Licenses	\$ <u>-10,000.00</u>	
Student Supplies	\$ <u>-20,000.00</u>	
Total Expenditures:	\$ <u>-150,550.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>87,485.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Student Supply Account No: 801

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

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of Teacher and Support Employee of the Year celebrations.)

FUNDRAISER DATES: START 07/15/2023 END 12/15/2023

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 400.00 - EST. EXP. \$ 100.00 = EST. PROFIT \$ 300.00

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Textbooks Account No: 809

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:

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: DISTRICT WIDE

ACCOUNT NAME: 809 Textbooks

PURPOSE

Replace lost or damaged curriculum books.

SOURCE(S) OF INCOME

Lost/Damaged Book Fee.

PLANNED EXPENSES

Replacement Textbooks

SPONSOR NAME

Kerri Yee

SIGNATURE

Kerri Yee

PRINCIPAL/DIRECTOR

Janet Vinson

SIGNATURE

Janet Vinson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kathleen* DATE: 9/18/24

ACCOUNT NUMBER: 809 - TEXTBOOKS

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Textbooks Account No: 809

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,748.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Lost/Damaged Book Fee	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,748.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Replacement Textbooks	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,748.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Textbooks Account No: 809

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

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of Teacher and Support Employee of the Year celebrations.)

FUNDRAISER DATES: START 07/15/2023 END 12/15/2023

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 400.00 - EST. EXP. -\$ 100.00 = EST. PROFIT \$ 300.00

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Professional Development Account No: 830

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:

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not included

**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: 2024-2025 SITE: District Wide

ACCOUNT NAME: 830 Professional Development

PURPOSE

To pay for refreshments during on site Professional Development training.

SOURCE(S) OF INCOME

PLANNED EXPENSES

SPONSOR NAME

Kerri Yee

SIGNATURE

Kerri Yee

PRINCIPAL/DIRECTOR

Janet Vinson

SIGNATURE

Janet Vinson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Rachel Lynn* DATE: *9/18/24*

ACCOUNT NUMBER: *830 - PROF. DEVELOPMENT*

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Professional Development Account No: 830

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,701.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Transfer profits from PALS #834 for Prof. Developmen	\$ <u>10,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>10,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>14,701.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments	\$ <u>-10,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-10,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4,701.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Professional Development Account No: 830

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

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of Teacher and Support Employee of the Year celebrations.)

FUNDRAISER DATES: START 07/15/2023 END 12/15/2023

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 400.00 - EST. EXP. -\$ 100.00 = EST. PROFIT \$ 300.00

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Pioneer Book Bus Account No: 831

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:

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not included

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: District Wide

ACCOUNT NAME: 831 Pioneer Book Bus

PURPOSE

Provide literacy opportunities to Stillwater students and community outside of school.

SOURCE(S) OF INCOME

PLANNED EXPENSES

SPONSOR NAME

Kerri Yee

SIGNATURE

Kerri Yee

PRINCIPAL/DIRECTOR

Janet Vinson

SIGNATURE

Janet Vinson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kathleen B...* DATE: 9/18/24

ACCOUNT NUMBER: 831 - BOOK BUS

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Pioneer Book Bus Account No: 831

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>920.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ <u>5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5,920.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Books _____	\$ <u>-300.00</u>	
Prizes _____	\$ <u>-300.00</u>	
Supplies _____	\$ <u>-200.00</u>	
Storage Fees _____	\$ <u>-1,920.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,720.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,200.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Pioneer Book Bus Account No: 831

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

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of Teacher and Support Employee of the Year celebrations.)

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT \$ 0.00

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: After School Programs Account No: 833

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:

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not included

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: District Wide

ACCOUNT NAME: 833 After School Programs

PURPOSE

To provide after school enrichment activities for all elementary students.

SOURCE(S) OF INCOME

PLANNED EXPENSES

SPONSOR NAME

Kerri Yee

SIGNATURE

[Handwritten signature of Kerri Yee]

PRINCIPAL/DIRECTOR

Diane Fix

SIGNATURE

[Handwritten signature of Diane Fix]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 9/18/24

ACCOUNT NUMBER: 833 - AFTER SCHOOL PROGRAMS

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: After School Programs Account No: 833

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>33,374.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Tuition	\$ <u>20,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>20,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>53,374.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Stipends	\$ <u>-11,000.00</u>	
Supplies	\$ <u>-6,000.00</u>	
Snacks	\$ <u>-5,000.00</u>	
Training	\$ <u>-2,000.00</u>	
Educational Software Licenses	\$ <u>-2,000.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-26,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>27,374.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: After School Programs Account No: 833

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 \$ 0.00

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee
 Name of Activity Fund: After School Childcare (PALS) Account No: 834

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:

CFO will direct transfer of funds to school sites in the new fiscal year.

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*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.

not included

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: District Wide

ACCOUNT NAME: 834 After School Childcare

PURPOSE

To fund PALS After School Childcare and distribute excess amounts to school sites based on CFO calculations.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kerri Yee

SIGNATURE

[Handwritten signature of Kerri Yee]

PRINCIPAL/DIRECTOR

Diane Fix

SIGNATURE

[Handwritten signature of Diane Fix]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 9/18/24

ACCOUNT NUMBER: 834 - PALS

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: After School Childcare Account No: 834

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>97,496.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Tuition	\$ <u>425,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>425,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>522,496.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Payroll	\$ <u>-170,000.00</u>	
Supplies	\$ <u>-8,000.00</u>	
Student Snacks	\$ <u>-9,000.00</u>	
Transfer to school sites (\$5,000.00 per site)	\$ <u>-30,000.00</u>	
PD Distribution	\$ <u>-60,000.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-277,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>245,496.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: After School Childcare Account No: 834

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

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of Teacher and Support Employee of the Year celebrations.)

FUNDRAISER DATES: START 06/01/2023 END 12/15/2023

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 400.00 - EST. EXP. -\$ 100.00 = EST. PROFIT \$ 300.00

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 202-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Teacher of the Year Account No: 835

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:

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*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.

not included

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 202-2025 SITE: District Wide

ACCOUNT NAME: 835 Teacher of the Year

PURPOSE

To provide for Teacher of the Year celebrations, gifts, advertisements and refreshments.

SOURCE(S) OF INCOME

PLANNED EXPENSES

SPONSOR NAME

Kerri Yee

SIGNATURE

Kerri Yee

PRINCIPAL/DIRECTOR

Janet Vinson

SIGNATURE

Janet Vinson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 9/18/24

ACCOUNT NUMBER: 835 - TEACHER OF THE YEAR

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 202-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Teacher of the Year Account No: 835

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>721.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ <u>2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,721.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Transfer to school sites _____	\$ <u>-2,000.00</u>	
Advertisement _____	\$ <u>-300.00</u>	
Flowers _____	\$ <u>-150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,450.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>271.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 202-2025 Sponsor Name: Kerri Yee

Name of Activity Fund: Teacher of the Year Account No: 835

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

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of Teacher and Support Employee of the Year celebrations.)

FUNDRAISER DATES: START 06/01/2023 END 12/15/2023

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 400.00 - EST. EXP. -\$ 100.00 = EST. PROFIT \$ 300.00

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Kira Frisby

Name of Activity Fund: SPS Staff Wellness Account No: 854

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	<u>KF</u>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<u>KF</u>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<u>KF</u>

not included

*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: 2024-2025 SITE: District Wide

ACCOUNT NAME: 854 SPS Staff Wellness

PURPOSE

Provide refreshments for staff celebrations.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kira Frisby

SIGNATURE

[Handwritten signature of Kira Frisby]

PRINCIPAL/DIRECTOR

Janet Vinson

SIGNATURE

[Handwritten signature of Janet Vinson]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 9/18/24

ACCOUNT NUMBER: 854 - STAFF WELLNESS

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kira Frisby

Name of Activity Fund: SPS Staff Wellness Account No: 854

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 18.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
Total Revenues:	\$ 0.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 18.00	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
Total Expenditures:	\$ 0.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 18.00	\$

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kira Frisby

Name of Activity Fund: SPS Staff Wellness Account No: 854

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

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of Teacher and Support Employee of the Year celebrations.)

FUNDRAISER DATES: START 07/15/2023 END 12/15/2023

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 400.00 - EST. EXP. -\$ 100.00 = EST. PROFIT \$ 300.00

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

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Jana

Name of Activity Fund: Support Employee of the Year Account No: 836

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

*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: 8/13/2024 SITE: Admin Bldg - HR

ACCOUNT NAME: Human Resources - Support Employee of the Year

PURPOSE

Purchase of recognition gifts and awards for the SPS Support Employees who are nominated as Support Employee of the Year in their perspective categories.

SOURCE(S) OF INCOME

Activity Funds - BOE approved revenue of the 2024-2025 school year.

PLANNED EXPENSES

Plaque, reception supplies, recognition gifts. BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Jana Bradshaw

SIGNATURE

Jana Bradshaw

PRINCIPAL/DIRECTOR

Dr. Trent J. Swanson

SIGNATURE

Dr. Trent J. Swanson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Kathleen Boyer DATE: 9/27/24

ACCOUNT NUMBER: 836

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Jana Bradshaw

Name of Activity Fund: Support Employee of the Year Account No: 836

24-25
NEXT YEAR EST. ACTUALS*

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 \$ 300.14 \$ _____

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

_____	\$ <u>0</u>	
Total Revenues:	\$ <u>0</u>	\$ _____

3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 0 \$ _____

4. EXPENDITURES AND ESTIMATED AMOUNTS:

- <u>Support Employee of the Year</u>	\$ <u>150</u>	
<u>reception and refreshments</u>	\$ _____	
- <u>SEoY recognition gifts,</u>	\$ <u>400</u>	
<u>certificates & plaques</u>	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>550</u>	\$ _____

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

FUNDRAISER REQUEST

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

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Jana Bradshaw

Name of Activity Fund: Human Resources Account No: 814

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	<i>JAB</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>JAB</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>JAB</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	/

**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: 9/23/24 SITE: Admin Office

ACCOUNT NAME: Human Resources

PURPOSE

To purchase meals and various supplies for HR activities, which include new employee onboarding and Job Fair recruitment.

SOURCE(S) OF INCOME

BOE approved revenue of the 2024-2025 school year.

PLANNED EXPENSES

BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Jana Bradshaw

SIGNATURE

Jana Bradshaw

PRINCIPAL/DIRECTOR

Dr. Trent J. Swanson

SIGNATURE

9/26/24
Dr. Trent J. Swanson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 9/27/24

ACCOUNT NUMBER: 814

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Jana Bradshaw

Name of Activity Fund: Human Resources Account No: 814

24-25
NEXT YEAR EST. ACTUALS*

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 \$13,526.60 \$ _____

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

Transfer funds from PALS \$ 1,000

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Revenues: \$ _____ \$ _____

3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$14,526.60 \$ _____

4. EXPENDITURES AND ESTIMATED AMOUNTS:

Onboarding SS breakfast donuts \$ 175

Onboarding Certified lunches \$ 1,500

SPS Job Fair lunches \$ 300

Misc Job Fair supplies \$ 150

_____ \$ _____

_____ \$ _____

Total Expenditures: \$ 2,125 \$ _____

5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 12,401.60 \$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 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

**MIDDLE SCHOOL
AF PACKETS**

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-25

Sponsor Name: Brandon Bowman

Name of Activity Fund: Vocal Music

Account No: 949

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

**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: 2024-25

SITE: SJHS

ACCOUNT NAME: Vocal Music (#949)

PURPOSE

To support and enhance the experience of students in Vocal Music through paying for music, travel, supplies, honor choir and contest registrations fee's, development and trips.

SOURCE(S) OF INCOME

Donations, students fee's and fundraisers.

PLANNED EXPENSES

Music, audition and contest fee's, awards, apparel, and field trips

SPONSOR NAME

Brandon Bowman

SIGNATURE

B. Bowman

PRINCIPAL/DIRECTOR

Douglas Stafford

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 9/18/24

ACCOUNT NUMBER: 949 - VOCAL MUSIC

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Brandon Bowman

Name of Activity Fund: Vocal Music Account No: 949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Fundraising Events</u>	\$ <u>1,000.00</u>	
<u>Donations</u>	\$ <u>3,000.00</u>	
<u>Dues for students</u>	\$ <u>3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>7,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>7,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Fundraiser Expenses</u>	\$ <u>-500.00</u>	
<u>Music/Supplies</u>	\$ <u>-500.00</u>	
<u>Contest Fee's</u>	\$ <u>-700.00</u>	
<u>Travel/Field Trips</u>	\$ <u>-5000.00</u>	
<u>Awards/Apparel</u>	\$ <u>-300.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-7000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-25 Sponsor Name: Brandon Bowman

Name of Activity Fund: Vocal Music Account No: 949

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

Popcorn and treats sales

PURPOSE OF RAISING FUNDS:

Music, contest/audition fee's, travel and field trips

FUNDRAISER DATES: START 1/28/24 END 2/10/24

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 500.00 - EST. EXP. 250.00 = EST. PROFIT 250.00

B. Bowman SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization signature

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-25 Sponsor Name: Brandon Bowman

Name of Activity Fund: Vocal Music Account No: 949

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

Cheesecakes

PURPOSE OF RAISING FUNDS:

Music, contest/audition fee's, travel and field trips

FUNDRAISER DATES: START 10/22/24 END 11/8/24

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 800.00 - EST. EXP. 300.00 = EST. PROFIT 500.00

Sponsor signature: B. Bowman

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal authorization signature

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-25 Sponsor Name: Brandon Bowman

Name of Activity Fund: Vocal Music Account No: 949

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

Catalogue Fundraiser

PURPOSE OF RAISING FUNDS:

Music, contest/audition fee's, travel and field trips

FUNDRAISER DATES: START 9/13/24 END 10/4/24

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 500.00 - EST. EXP. 250.00 = EST. PROFIT 250.00

Sponsor signature: B. Bowman

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal signature

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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Brandon Bowman

Name of Activity Fund: Vocal Music Account No: 949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>379.68</u>	\$ <u>700-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>3,000.00</u>	
Donations	\$ <u>300.00</u>	
Dues from students	\$ <u>3,000.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>6,300.00</u>	\$ <u>7107-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>6,679.68</u>	\$ <u>7807-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ <u>-1,500.00</u>	
Music/Supplies	\$ <u>-1,200.00</u>	
Contest Fees	\$ <u>-300.00</u>	
Travel/Field Trips	\$ <u>-3,000.00</u>	
Awards	\$ <u>-200.00</u>	
Apparel	\$ <u>-600.00</u>	
Total Expenditures:	\$ <u>-6,800.00</u>	\$ <u>8588.</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>120.32</u>	\$ <u>781.34</u>