



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: Jul 8, 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: 25-26 Sponsor Name: MISBY HOME

Name of Activity Fund: Alfred Golf Scholarship Account No: 996

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	ul
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	ul
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	n/a
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: 06/04/2025 SITE: SHS

ACCOUNT NAME: Allred Golf Scholarship Fund

PURPOSE

To collect donations and distribute them to student scholarship recipients

SOURCE(S) OF INCOME

Donations

PLANNED EXPENSES

Scholarships

SPONSOR NAME

SIGNATURE

Misty D. Horne ↔ Misty Horne

PRINCIPAL/DIRECTOR

SIGNATURE

Walter R. Howell ↔ Walter Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Rachel B... DATE: 7/1/25

ACCOUNT NUMBER: 9916

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Misty Home

Name of Activity Fund: Allred Golf Scholarship Account No: 996

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>20,500⁰⁰</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>1,000⁰⁰</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000⁰⁰</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>21,500⁰⁰</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Scholarships</u>	\$ <u>1,000⁰⁰</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>1,000⁰⁰</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>20,500⁰⁰</u>	\$ _____

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:

NIA

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: 25-26

Sponsor Name: Shelli Myers

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

We would never carry over funds intentionally. If any funds remain, it means we met all purchase needs for student supplies during the school year. It is never more than 30%.

PACKET CONTENTS:

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

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/27/25

SITE: WW

ACCOUNT NAME: STUDENT SUPPLY

PURPOSE

To purchase student supplies, field trip and transportation costs, 5th grade graduation supplies, extended learning opportunities for students, student furnishings, student technology and curriculum.

SOURCE(S) OF INCOME

Student supply fees, donations.

PLANNED EXPENSES

25-26 Board Approved student supplies, field trip/transportation costs, School Safety License, 5th grade graduation supplies, extended learning opportunities, student furnishings, student technology, Board Approved curriculum

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kathleen*

DATE: 5/23/25

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26

Sponsor Name: Shelli Myers

Name of Activity Fund: Student Supply

Account No.: 801

NEXT YEAR EST. ACTUALS*

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

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

Student Supply Fee	\$ 12000.00	
Donations	\$ 2000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 14000.00	\$ _____

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

4. EXPENDITURES AND ESTIMATED AMOUNTS:

Student Supplies/Furnishing/Curriculum	\$ 10000.00	
Field Trips/Transportation Costs	\$ 400.00	
Extended Learning Opportunities	\$ 500.00	
School Safety Site License	\$ 2000.00	
Student Tech & Curriculum	\$ 1000.00	
5th Grade Graduation	\$ 150.00	
Total Expenditures:	\$ 14050	\$ _____

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

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

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 25-26

Sponsor Name: Annie Anderson

Name 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:

Projected 25-26 balance, pending current

PACKET CONTENTS:

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

* 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: 25-26

SITE: WW

ACCOUNT NAME: Library 803

PURPOSE

To purchase library materials and supplies, print resources, digital resources for Faculty/Staff and students, technology devices and accessories, and to purchase book fairs supplies.

SOURCE(S) OF INCOME

Book Fair Revenue, lost/stolen book replacement costs and donations

PLANNED EXPENSES

Purchase library materials and supplies, student magazine renewals, professional magazine renewals, Junior Library Guild renewal, Sequoyah books, replacement books, software/online subscriptions, print resources for faculty/staff and students, technology devices and accessories, as well as book fair supplies.

SPONSOR NAME

Annie Anderson

SIGNATURE

[Handwritten signature of Annie Anderson]

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

[Handwritten signature of Darren Nelson]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature]

DATE: 5/23/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26

Sponsor Name: Annie Anderson

Name of Activity Fund: Library

Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1.	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Book Fair Fall of 2025	\$ 2000.00	
Book Fair Spring of 2026	\$ 5000.00	
Lost/Replacement Books	\$ 200.00	
Donations	\$ 150.00	
	\$ _____	
	\$ _____	
Total Revenues:	\$ 7350.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Books/Print Supplies	\$ 5000.00	
Book Fair Supplies	\$ 250.00	
Digital Resources	\$ 2000.00	
Digital Devices/Accessories	\$ 1000.00	
Library Supplies/Materials	\$ 1000.00	
	\$ _____	
Total Expenditures:	\$ 9250.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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

10

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Annie Anderson

Name of Activity Fund: Library Account No: 803

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):
 Scholastic Book Fair Merchandise

PURPOSE OF RAISING FUNDS:
 To provide print and digital library resources for Westwood students and faculty and to purchase library supplies.

FUNDRAISER DATES: START 2/23/26 END 3/7/26

AMOUNT OF MONEY TO BE RAISED:
 EST. INC. 4000 - EST. EXP. 300 = EST. PROFIT 3700

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 _____

2

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 25-26

Sponsor Name: Annie Anderson

Name of Activity Fund: Library

Account No: 803

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

Scholastic Book Fair Merchandise

PURPOSE OF RAISING FUNDS:

To provide print and digital library resources for Westwood students and faculty and to purchase library supplies.

FUNDRAISER DATES: START 9/15/25

END 10/5/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 4000 - EST. EXP. 300 = EST. PROFIT 3700

SPONSOR SIGNATURE [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. (Reconciles to Deposits)

- ACT. EXP. (Reconciles to fundraiser related POs)

= ACT. PROFIT (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: 25-26

Sponsor Name: Shelli Myers

Name of Activity Fund: Special Events

Account No: 807

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:

None of the revenue for this account come from student fundraising.

PACKET CONTENTS:

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

* 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: 4/24/25 SITE: WW

ACCOUNT NAME: Special Events 807

PURPOSE

Commissions and funds from special school activities.

SOURCE(S) OF INCOME

Coke commission and picture day commission, after school clubs

PLANNED EXPENSES

School supplies, transportation, site equipment, field trip and transportation costs, teacher training, refreshments for special meetings/special days, educational materials, software site/license, office supplies, student needs, school safety, facility enchantment, staff appreciation, student snacks and background checks and stipends for club sponsors.

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 5/23/25

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26

Sponsor Name: Shelli Myers

Name of Activity Fund: Special Events

Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Picture Day Commission	\$ 1000.00	
After School Clubs	\$ 6000.00	
Coke Commission	\$ 150.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 7150.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student Supp/Snacks/Furnishings/Curricl	\$ 5000.00	
Field Trips/Trans. Costs/Club Stipends	\$ 2000.00	
Staff Hospitality Lunch/Trang Refreshme	\$ 100.00	
Software/Site Lic, Educ. Materials	\$ 500.00	
Background Checks, Office Supplies	\$ 200.00	
Furniture, Site Equipment	\$ 600.00	
Total Expenditures:	\$ 8400.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 25-26 Sponsor Name: Shelli Myers

Name of Activity Fund: Donations Account No: 856

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	SM
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	SM
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	n/a
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 3	SM

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/25/25

SITE: WW

ACCOUNT NAME: Donations

PURPOSE

Overall school support

SOURCE(S) OF INCOME

Parent and community donations

PLANNED EXPENSES

classroom needs, student needs (field trips and transportation, clothing), office supplies, toner

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Kulu Bopp

DATE: 5/23/25

ACCOUNT NUMBER: 856

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Shelli Myers

Name of Activity Fund: Donations Account No: 856

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Parent Donations	\$ 1200.00	
Community Donations	\$ 650.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 1850.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Items/Technology	\$ 1000.00	
Student Needs (field trips, clothes, snacks)	\$ 200.00	
Office Supplies/Toner	\$ 300.00	
Field Trip Admissions	\$ 200.00	
Transportation	\$ 100.00	
_____	\$ 1800.00	
Total Expenditures:	\$ _____	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 25-26 Sponsor Name: Shelli Myers

Name of Activity Fund: PTO (Formerly PTA) Donations Account No: 857

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:

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APPROVAL OF ACCOUNT FORM	PAGE 2	SM
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	SM
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	n/a
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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/25/25

SITE: WW

ACCOUNT NAME: Donations

PURPOSE

Overall school support

SOURCE(S) OF INCOME

Parent and community donations

PLANNED EXPENSES

classroom needs, student needs (technology, field trips and transportation, clothing), office supplies, toner for Golden Oaks printer and stipends for after school clubs, playground and outdoor classroom supplies

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 5/23/25

ACCOUNT NUMBER: 857

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Shelli Myers

Name of Activity Fund: PTO (Formerly PTA) Donations Account No: 857

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Parent Donations	\$ 500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 500.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Items/Technology	\$ 500.00	
School Needs	\$ 100.0	
Office Supplies/Toner	\$ 300.00	
Field Trip Admissions	\$ 100.00	
Transportation	\$ 100.00	
After School Club Stipends	\$ 750.00	
Total Expenditures:	\$ 1850.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

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