

**MIDDLE SCHOOL**

**ACTIVITY FUND**

**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: Kari Quigley

Name of Activity Fund: MS Japan Exchange Account No: 824

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

\*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: 8/27/24 SITE: MS

ACCOUNT NAME: SMS <sup>JAPAN</sup> Exchange

PURPOSE

Student Exchange Program w/ JAPAN

SOURCE(S) OF INCOME

Donors and Fundraising

PLANNED EXPENSES

Air Fare and Hotel Expenses / Food for TRIP  
Consumables for Fundraising Events

SPONSOR NAME

KARI Quigley

SIGNATURE

Kari Quigley

PRINCIPAL/DIRECTOR

Ryan Blaker

SIGNATURE

RJB

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 8/28/24

ACCOUNT NUMBER: 824 - JAPAN EXCHANGE

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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Kari Quigley  
 Name of Activity Fund: SMS JAPAN Exchange Account No: 824

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>38K</u>	\$ <u>38162.<sup>10</sup></u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Multiple Fund Raisers/</u>	\$ _____	
<u>DONATIONS</u>	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>51727.11</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Air fare / insurance</u>	\$ _____	
<u>Hotels / Per diem</u>	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>40,681.14</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>11,045.97</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: SY 24/25 Sponsor Name: Kari Quigley

Name of Activity Fund: SINS JAPAN Exchange Account No: 824

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

Dance, hot dog Sales

PURPOSE OF RAISING FUNDS:

Student Exchange Program w/JAPAN

FUNDRAISER DATES: START Mar 24 END Oct 24

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$58,082.36 EST. EXP. \$50K = EST. PROFIT \$8K

Kari Quigley  
SPONSOR SIGNATURE

N/A  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

[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