

Stillwater Public Schools
Independent District No. 16, Payne County



Mr. Uwe Gordon
Superintendent

Dr. Janet Vinson
Acting Superintendent

Mrs. Kristie Newby, MBA, CFE
Chief Financial Officer

**Annual Activity Fund Planning
and Approval Packages for SY24-25**

November 2024 Board Meeting

WN

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: 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 a fund balance that exceeds \$1000 and 30% of projected revenue:

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FORM	FOUND ON PAGE	INITIAL IF COMPLETE
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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	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: 2024-25 SITE: Westwood

ACCOUNT NAME: 856 Donations

PURPOSE

Overall school support.

SOURCE(S) OF INCOME

All listed BOE approved revenue for the 24-25 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 24-25 school year.

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/24/24

ACCOUNT NUMBER: 125-856 DONATIONS

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Shelli Myers
 Name of Activity Fund: Donations Account No: 856

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,101.98</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Parent Donations</u>	\$ <u>0.00</u>	
<u>Community Donations</u>	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,601.98</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Classroom Needs</u>	\$ <u>-2,000.00</u>	
<u>Office Supplies</u>	\$ <u>-100.00</u>	
<u>Transportation</u>	\$ <u>-100.00</u>	
<u>Student Supply, Field Trips, Clothes</u>	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>301.98</u>	\$ _____

WN

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: Shelli Myers
Name of Activity Fund: Facility Rental Account No: 806

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:

Table with 3 columns: FORM, FOUND ON PAGE, INITIAL IF COMPLETE. Rows include: APPROVAL OF ACCOUNT FORM, ACTIVITY FUND SUBACCOUNT BUDGET, ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4), REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*

*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: Westwood

ACCOUNT NAME: 806 Facility Rental

PURPOSE

Use of facility

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 24-25 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 24-25 school year.

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/24/24

ACCOUNT NUMBER: 125-806 FAC-RENTAL

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Shelli Myers
 Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>117.55</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Westwood Neighborhood Assoc</u>	\$ <u>150.00</u>	
<u>Other organizations</u>	\$ <u>100.00</u>	
<u>Church Rental</u>	\$ <u>5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5,250.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5367.55</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>School Supplies, Student needs/ Snacks</u>	\$ <u>-1,000.00</u>	
<u>Transportation, Field Trips, School Safety</u>	\$ <u>-400.00</u>	
<u>Furniture, Site Equip, Facility Enhancement</u>	\$ <u>-1,000.00</u>	
<u>Software / Site Lic. Edu. Materials</u>	\$ <u>-1,000.00</u>	
<u>Staff Hospitality / Training Snacks</u>	\$ <u>-1,000.00</u>	
<u>Background checks, Office Supplies</u>	\$ <u>-150.00</u>	
Total Expenditures:	\$ <u>-4,550.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>817.55</u>	\$ _____

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: 2024-25 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 a fund balance that exceeds \$1000 and 30% of projected revenue:

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STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Westwood

ACCOUNT NAME: 803 Library

PURPOSE

To purchase library books.

SOURCE(S) OF INCOME

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 Fee, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registrations, Reimbursements/Refund/Rebates, Rental Fees, Student Payments, and Ticket Sales.

PLANNED EXPENSES

Library Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Competition Expenses, Custodial Expenses, Equipment/Furniture, Fees/Dues, Fundraising Expenses, Meeting Supplies and Refreshments, Newspapers, Registrations, Reimbursements/Refunds, Rental Fees, Subscriptions, Supplies/Materials and Technology Expenses.

SPONSOR NAME

Annie Anderson

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 11/1/24

ACCOUNT NUMBER: 125-803 LIBRARY

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Annie Anderson

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>6312.17</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Book Fair</u>	\$ <u>20,000.00</u>	
<u>Lost Books Replacement Dues</u>	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>20,100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>26,412.17</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Themed Decor</u>	\$ <u>-400.00</u>	
<u>Book Vending Machine</u>	\$ <u>-7,000.00</u>	
<u>Book Fair</u>	\$ <u>-12,000.00</u>	
<u>Books, Magazines</u>	\$ <u>-4,000.00</u>	
<u>Audio Books</u>	\$ <u>-2,000.00</u>	
_____	\$ <u>-1,000.00</u>	
Total Expenditures:	\$ <u>-26,400.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>12.17</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Annie Anderson

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>6312.17</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Book Fair</u>	\$ <u>20,000.00</u>	
<u>Lost Books Replacement Dues</u>	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>20,100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>26,412.17</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Themed Decor</u>	\$ <u>-400.00</u>	
<u>Book Vending Machine</u>	\$ <u>-7,000.00</u>	
<u>Book Fair</u>	\$ <u>-12,000.00</u>	
<u>Books, Magazines</u>	\$ <u>-4,000.00</u>	
<u>Audio Books</u>	\$ <u>-2,000.00</u>	
_____	\$ <u>-1,000.00</u>	
Total Expenditures:	\$ <u>-26,400.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>12.17</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-25 Sponsor Name: Annie Anderson

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 Feb 26, '23 END March 6, '23

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 4,000 - EST. EXP. 500 = EST. PROFIT 3500

KA Anderson SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: Feb 26, '23 END DATE: March 6, '23

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 #: NA TO

KA Anderson SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-25 Sponsor Name: Annie Anderson

Name of Activity Fund: Library Account No: 803

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

Fall Book Fair

PURPOSE OF RAISING FUNDS:

To purchase library books

FUNDRAISER DATES: START 9/23/24 END 9/28/24

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. -\$ 1,800.00 = EST. PROFIT \$ 200.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: 9/23/24 END DATE: 9/27/24

FUNDRAISER PROFIT

ACT. INC. 5901.89 - ACT. EXP. 2500 = ACT. PROFIT 3401.89 (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: NA TO

SPONSOR SIGNATURE [Signature]

FINANCIAL SECRETARY SIGNATURE [Signature]

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-25 Sponsor Name: Annie Anderson

Name of Activity Fund: Library Account No: 803

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

Fall Book Fair

PURPOSE OF RAISING FUNDS:

To purchase library books

FUNDRAISER DATES: START Feb 3, 2025 END Feb 7, 2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. -\$ 1,800.00 = EST. PROFIT \$ 200.00

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: 2024-2025 Sponsor Name: Shelli Myers

Name of Activity Fund: 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 a fund balance that exceeds \$1000 and 30% of projected revenue:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	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: 2024-25

SITE: Westwood

ACCOUNT NAME: 857 PTO Donations

PURPOSE

Overall school support.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 24-25 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-25 school year.

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren C. Nelson

SIGNATURE

Darren C. Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 10/24/24

ACCOUNT NUMBER: 125-857

PTO DONATIONS

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Shelli Myers

Name of Activity Fund: PTO Donations Account No: 857

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 NEXT YEAR EST. ACTUALS*
\$ 5288.30 \$ _____

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:
PTO Donations \$ 500

Total Revenues: \$ _____ \$ _____

3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 5788.30 \$ _____

4. EXPENDITURES AND ESTIMATED AMOUNTS:
Gardening Club Sponsor \$ 1500
Gardening Club Supplies \$ 1000

Total Expenditures: \$ 2500 \$ _____

5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 3288.30 \$ _____

WN

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: 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 a fund balance that exceeds \$1000 and 30% of projected revenue:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	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: 2024-25 SITE: Westwood

ACCOUNT NAME: 807 Special Events

PURPOSE

Commissions/Funds from special school activities.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-25 school year.

PLANNED EXPENSES

All listed BOE approved revenue sources for the 2024-25 school year.

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren C Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Kaulul Bennis DATE: 10/24/24

ACCOUNT NUMBER: 125-807 SPECIAL EVENTS

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Shelli Myers
 Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>11,465.44</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Picture Day Commission</u>	\$ <u>2,000.00</u>	
<u>Coke Commission</u>	\$ <u>150.00</u>	
<u>Student Club Registration Fees</u>	\$ <u>10,000.00</u>	
<u>PALS</u>	\$ <u>5000</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>17,150.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>23,625.44</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Staff Stipends + Supplies for Student ^{clubs}</u>	\$ <u>-10,000.00</u>	
<u>Transportation, Field Trips, School safety</u>	\$ <u>-400.00</u>	
<u>Furniture, Site Equipment, Facility Enhancement</u>	\$ <u>-1000.00</u>	
<u>Software, Site license, Ed. Materials</u>	\$ <u>-1000.00</u>	
<u>Background checks, Office Supplies</u>	\$ <u>150.00</u>	
<u>Staff Hospitality, Trig. Refreshments</u>	\$ <u>1000.00</u>	
Total Expenditures:	\$ <u>-11,250.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>12,365.44</u>	\$ _____

WW

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: Shelli Myers

Name of Activity Fund: Student Supplies 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:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	sm

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: WESTWOOD

ACCOUNT NAME: 801 Student Supply

PURPOSE

Student Supplies

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, and Tutoring.

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren E Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/24/24

ACCOUNT NUMBER: 125.-801 SUPPLIES

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Shelli Myers

Name of Activity Fund: 801 Student Supplies Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3214.86</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Student Supply Fees</u>	\$ <u>12000</u>	
<u>Donations</u>	\$ <u>500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>12500</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>15714.86</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Student Supplies</u>	\$ <u>10000</u>	
<u>Curriculum</u>	\$ <u>2500</u>	
<u>Field Trip/Transportation</u>	\$ <u>1000</u>	
<u>Awards</u>	\$ <u>500</u>	
<u>Snacks</u>	\$ <u>500</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>14500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1214.86</u>	\$ _____

WR

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Oralee Santos

Name of Activity Fund: Cultural Nights Account No: 811

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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**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 OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25

SITE: Will Rogers

ACCOUNT NAME: 811 Cultural Nights

PURPOSE

To use for any cultural event - meals, decorations, etc

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

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/28/24

ACCOUNT NUMBER: 130-811 CULTURAL NIGHTS

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED OCT 28 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Onalee Santos

Name of Activity Fund: Cultural Nights Account No: 811

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>59.45</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>359.45</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Meals</u>	\$ <u>-200.00</u>	
<u>Decorations</u>	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>59.45</u>	\$ _____

WR

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Onalee Santos

Name of Activity Fund: Facility Rental Account No: 806

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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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.

RECEIVED OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Will Rogers

ACCOUNT NAME: 806 Facility Rentals

PURPOSE

Staff appreciation, conferences for teachers, office supplies

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

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/28/24

ACCOUNT NUMBER: 130 - 806 FACILITY RENTALS

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

RECEIVED OCT 28 2024

Reporting School Year: 2024-25 Sponsor Name: Onalee Santos

Name of Activity Fund: Facility Rentals Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>13,288.55</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Picture Commissions</u>	\$ <u>1500.00</u>	
<u>Donations</u>	\$ <u>100.00</u>	
<u>Soda Commissions</u>	\$ <u>200.00</u>	
<u>Building Rental Commissions</u>	\$ <u>7000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>8,800.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>22,088.55</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Teacher Materials</u>	\$ <u>-4,000.00</u>	
<u>Supplies/General Items</u>	\$ <u>-2,000.00</u>	
<u>Student/Teacher Incentives</u>	\$ <u>-2,000.00</u>	
<u>Professional Development</u>	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-10,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>12,088.55</u>	\$ _____

WR2

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Onalee Santos

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 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.*

RECEIVED OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Will Rogers

ACCOUNT NAME: 803 Library

PURPOSE

Reading materials for students

SOURCE(S) OF INCOME

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 Fee, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registrations, Reimbursements/Refund/Rebates, Rental Fees, Student Payments, and Ticket Sales.

PLANNED EXPENSES

Library Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Competition Expenses, Custodial Expenses, Equipment/Furniture, Fees/Dues, Fundraising Expenses, Meeting Supplies and Refreshments, Newspapers, Registrations, Reimbursements/Refunds, Rental Fees, Subscriptions, Supplies/Materials and Technology Expenses.

SPONSOR NAME

Dhalee Santos

SIGNATURE

Dhalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/28/24

ACCOUNT NUMBER: 130-803 LIBRARY

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED OCT 28 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Onalee Santos

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,538.17</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>100.00</u>	
<u>Dues from students</u>	\$ <u>50.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>150.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,688.17</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Supplies</u>	\$ <u>-50.00</u>	
<u>Books</u>	\$ <u>-50.00</u>	
<u>Reimbursements</u>	\$ <u>-50.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-150.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4,538.17</u>	\$ _____

WR

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Onalee Santos

Name of Activity Fund: Running Club Account No: 937

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.*

RECEIVED OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Will Rogers

ACCOUNT NAME: 937 Running Club

PURPOSE

For students to participate after school with an instructor about health and exercise.

SOURCE(S) OF INCOME

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

PLANNED EXPENSES

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

SPONSOR NAME

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/28/24

ACCOUNT NUMBER: 130-937 RUNNING CLUB

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED OCT 28 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Onalee Santos

Name of Activity Fund: Running Club Account No: 937

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 147.37	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Registration fee	\$ 450.00	
Donations	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 550.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 697.37	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ -100.00	
Shirts	\$ -200.00	
General Items	\$ -100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -400.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 297.37	\$ _____

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STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Onalee Santos

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 a fund balance that exceeds \$1000 and 30% of projected revenue:

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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.

RECEIVED OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Will Rogers School

ACCOUNT NAME: 807 Special Events

PURPOSE

Staff appreciation snacks, gifts and school decorations

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

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/24/28

ACCOUNT NUMBER: 130-807 SPECIAL EVENTS

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED OCT 28 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Onalee Santos

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 8,511.48	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Grants	\$ 500.00	
Donations	\$ 1,000.00	
Soda Commissions	\$ 50.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 1,550.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 10,061.48	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meals / Refreshments	\$ -2,000.00	
Teacher Awards	\$ -1,000.00	
Classroom / Office Supplies	\$ -1,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -4,000	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 6,061.48	\$ _____

WR

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Onalee Santos

Name of Activity Fund: Student Supplies 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:

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.

RECEIVED OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Will Rogers

ACCOUNT NAME: 801 Student Supply

PURPOSE

To support and enhance the experience of students.

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, and Tutoring.

SPONSOR NAME

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/28/24

ACCOUNT NUMBER: 130-801 STUDENT SUPPLY

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED OCT 28 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Onalee Santos

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,452.96</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Allocation from district</u>	\$ <u>10,000.00</u>	
<u>Donations</u>	\$ <u>3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>13,000</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>17,452.96</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Classroom Supplies</u>	\$ <u>-6000.00</u>	
<u>Field Trip Expenses</u>	\$ <u>-2000.00</u>	
<u>Student Incentives</u>	\$ <u>-2000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-10,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>7,452.96</u>	\$ _____