

**VIRTUAL ACADEMY
(SPVA)**

**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: Kristy Self

Name of Activity Fund: SPVA Activity Account No: 841

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:

n/a

PACKET CONTENTS:

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

**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: SPVA

ACCOUNT NAME: 841 SPVA Activity

PURPOSE

The collection and expense for general SPVA activity fund use.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rabates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Kristy Self

SIGNATURE

[Handwritten signature of Kristy Self]

PRINCIPAL/DIRECTOR

Kristy Self

SIGNATURE

[Handwritten signature of Kristy Self]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 8/23/24

ACCOUNT NUMBER: 841 SPVA

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kristy Self

Name of Activity Fund: SPVA Activity Account No: 841

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>203.53</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dupree Shirt fundraisers	\$ <u>100.00</u>	
Donations	\$ <u>100.00</u>	
Facilities rentals	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>703.53</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Team Apparel	\$ <u>-100.00</u>	
Meeting supply and refreshments	\$ <u>-150.00</u>	
Classroom supplies	\$ <u>-100.00</u>	
Teacher awards and supplies	\$ <u>-150.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>203.53</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kristy Self

Name of Activity Fund: SPVA Activity Account No: 841

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

Online clothing store fundraiser through Duprees. Commission check sent to SPVA after sells are completed.

PURPOSE OF RAISING FUNDS:

To purchase supplies, items, and food needed for students and staff.

FUNDRAISER DATES: START 07/15/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 100.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 100.00

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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Kristy Self

Name of Activity Fund: SPVA Account No: 841

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>336.53</u>	\$ <u>336.53</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Online Clothing Store Sales	\$ <u>150.00</u>	
Rental Income and Cert Staff Pay	\$ <u>575.00</u>	
Donations	\$ <u>100.00</u>	
Restaurant Fundraiser	\$ <u>100.00</u>	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>925.00</u>	\$ <u>242.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,261.53</u>	\$ <u>578.53</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ <u>-200.00</u>	
Food	\$ <u>-150.00</u>	
Staff/Student Celebrations	\$ <u>-100.00</u>	
Facility Rental Expenses	\$ <u>-172.50</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-622.50</u>	\$ <u>375.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>639.03</u>	\$ <u>203.53</u>

Stillwater School District 16

Budget Control Group Report

Fiscal Year: 2024-2025

DAC: VIRTUAL ACAD - ACTIVITY FUND

Budget Control Group: 702-841-VIRTUAL ACADEMY FUND

Show Account Detail

Show Transaction Detail Show Encumbrance Include Pre Encumbrance

Range Dates: 7/1/2024 - 8/23/2024

Page Break on Budget Control Group

Account	FTE	Budget Amt	Range Trans	YTD Trans	Balance	Encumbrance	Budget Bal.
Control Group: 702-841-VIRTUAL ACADEMY FUND							
60.841.1950.000.900.0000.000.702.1	0.00	\$0.00	-\$35.00	-\$35.00	\$35.00	\$0.00	\$35.00
841 VIRT RESALE							
60.841.2199.337.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.CONTRACT WORK							
60.841.2199.530.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.LICENSE-SUBS							
60.841.2199.550.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.PRINTING							
60.841.2199.611.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.COPY SUPP							
60.841.2199.614.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.TESTING SUPP							
60.841.2199.615.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.AV SUPP							
60.841.2199.616.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.HEALTH SUPP							
60.841.2199.619.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.GEN SUPPLY							
60.841.2199.641.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.BOOKS							
60.841.2199.642.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.PERIODICALS							
60.841.2199.644.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.TEXTBOOK SUPP							
60.841.2199.645.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.WORKBOOKS							
60.841.2199.651.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.FURN-FIXTURE							
60.841.2199.652.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.AV EQUIP							
60.841.2199.653.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.TECH SUPP							
60.841.2199.655.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.INSTRUMENTS							
60.841.2199.656.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.MACHINERY							
60.841.2199.658.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.ADAPTIVE SUPP							
60.841.2199.682.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.FOOD-AWARDS							
60.841.2199.810.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.DUES-FEES							
60.841.2199.930.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CO-CUR.REIMBURSE							

Stillwater School District 16

Budget Control Group Report

Fiscal Year: 2024-2025

DAC: VIRTUAL ACAD - ACTIVITY FUND

Budget Control Group: 702-841-VIRTUAL ACADEMY FUND

Show Account Detail

Show Transaction Detail

Show Encumbrance

Include Pre Encumbrance

Range Dates: 7/1/2024 - 8/23/2024

Page Break on Budget Control Group

Account	FTE	Budget Amt	Range Trans	YTD Trans	Balance	Encumbrance	Budget Bal.
60.841.2213.337.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CERT PD.CONTRACT WORK							
60.841.2213.359.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CERT PD.PROF DEV							
60.841.2213.580.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CERT PD.STAFF TRAVEL							
60.841.2213.619.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CERT PD.GEN SUPPLY							
60.841.2213.682.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CERT PD.FOOD-AWARDS							
60.841.2213.810.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CERT PD.DUES-FEES							
60.841.2213.860.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CERT PD.REGISTRATION							
60.841.2213.930.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CERT PD.REIMBURSE							
60.841.2410.337.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.PRINCIPAL.CONTRACT WORK							
60.841.2410.530.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.PRINCIPAL.LICENSE-SUBS							
60.841.2410.550.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.PRINCIPAL.PRINTING							
60.841.2410.619.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.PRINCIPAL.GEN SUPPLY							
60.841.2410.651.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.PRINCIPAL.FURN-FIXTURE							
60.841.2410.652.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.PRINCIPAL.AV EQUIP							
60.841.2410.653.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.PRINCIPAL.TECH SUPP							
60.841.2410.656.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.PRINCIPAL.MACHINERY							
60.841.2410.682.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	-\$100.00
841.PRINCIPAL.FOOD-AWARDS							
60.841.2410.810.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.PRINCIPAL.DUES-FEES							
60.841.2410.930.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.PRINCIPAL.REIMBURSE							
60.841.2490.337.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.GEN ADMIN.CONTRACT WORK							
60.841.2490.530.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.GEN ADMIN.LICENSE-SUBS							
60.841.2490.550.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.GEN ADMIN.PRINTING							
60.841.2490.619.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.GEN ADMIN.GEN SUPPLY							

Stillwater School District 16

Budget Control Group Report

Fiscal Year: 2024-2025

DAC: VIRTUAL ACAD - ACTIVITY FUND

Budget Control Group: 702-841-VIRTUAL ACADEMY FUND

Show Account Detail

Show Transaction Detail Show Encumbrance Include Pre Encumbrance

Range Dates: 7/1/2024 - 8/23/2024

Page Break on Budget Control Group

Account	FTE	Budget Amt	Range Trans	YTD Trans	Balance	Encumbrance	Budget Bal.
60.841.2490.651.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.GEN ADMIN.FURN-FIXTURE							
60.841.2490.652.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.GEN ADMIN.AV EQUIP							
60.841.2490.653.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.GEN ADMIN.TECH SUPP							
60.841.2490.656.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.GEN ADMIN.MACHINERY							
60.841.2573.337.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.SUPPORT PD.CONTRACT WORK							
60.841.2573.359.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.SUPPORT PD.PROF DEV							
60.841.2573.580.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.SUPPORT PD.STAFF TRAVEL							
60.841.2573.619.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.SUPPORT PD.GEN SUPPLY							
60.841.2573.682.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.SUPPORT PD.FOOD-AWARDS							
60.841.2573.810.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.SUPPORT PD.DUES-FEES							
60.841.2573.860.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.SUPPORT PD.REGISTRATION							
60.841.2573.930.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.SUPPORT PD.REIMBURSE							
60.841.2575.337.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.STAFF SVC.CONTRACT WORK							
60.841.2575.580.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.STAFF SVC.STAFF TRAVEL							
60.841.2575.619.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.STAFF SVC.GEN SUPPLY							
60.841.2575.682.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.STAFF SVC.FOOD-AWARDS							
60.841.2575.810.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.STAFF SVC.DUES-FEES							
60.841.2575.860.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.STAFF SVC.REGISTRATION							
60.841.2575.930.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.STAFF SVC.REIMBURSE							
60.841.3200.670.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.FUNDRAISER.FR EXPENSE							
60.841.5200.950.900.0000.000.702.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841.CASH BOX.CHANGE							
60.841.9902.000.0000.0000.000.702.4	0.00	\$0.00	\$0.00	-\$203.53	\$203.53	\$0.00	\$203.53
702 841 VIRTUAL ACADEMY FUND							

Stillwater School District 16

Budget Control Group Report

Fiscal Year: 2024-2025

DAC: VIRTUAL ACAD - ACTIVITY FUND

Budget Control Group: 702-841-VIRTUAL ACADEMY FUND

Show Account Detail

Show Transaction Detail Show Encumbrance Include Pre Encumbrance

Range Dates: 7/1/2024 - 8/23/2024

Page Break on Budget Control Group

Account	FTE	Budget Amt	Range Trans	YTD Trans	Balance	Encumbrance	Budget Bal.
702-841-VIRTUAL ACADEMY FUND Sub Total:							
		0.00	-\$35.00	-\$238.53	\$238.53	\$100.00	138.53

End of Report