

Richmond

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: 2026-2027 Sponsor Name: Ellen Rackley

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	

*\*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.*

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19, 3/11/25

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027 SITE: Richmond

ACCOUNT NAME: 801 Student Supplies

PURPOSE

To support and enhance the experience of students.

SOURCE(S) OF INCOME

Student Supply Income: AP testing fees, class supplies, contribution/donations, fees/fines/dues, field trip collection, grants/scholarships, lost/damaged book fees, PALS profit, redeposit of cash-box/start up cash, registration costs, reimbursement/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

Ellen Rackley

SIGNATURE

*Ellen Rackley*

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

*J Cawood*

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karl B...* DATE: 4/30/26

ACCOUNT NUMBER: 801

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

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:		
<u>Allocations from District</u>	<u>\$ 10,000.00</u>	
<u>Donations</u>	<u>\$ 500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	<u>\$ 10,500</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	<u>\$ 10,500</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Classroom Supplies</u>	<u>\$ -6,000.00</u>	
<u>Field Trip Expenses</u>	<u>\$ -1,000.00</u>	
<u>Student Incentives</u>	<u>\$ -2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	<u>\$ -9,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	<u>\$ 1,500.00</u>	\$ _____

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

Name of Activity Fund: Courtesy & Donation (new acct) Account No: 802

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: 2026-2027 SITE: Richmond

ACCOUNT NAME: Courtesy & Donation (new acct)

PURPOSE

Staff gifts, staff food not related to PD, student gifts, Food/Utensils/plates for teachers lounge

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2026-2027 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2026-2027 school year.

SPONSOR NAME

Ellen Rackley

SIGNATURE

*Ellen Rackley*

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

*J Cawood*

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:

*Karlul B...*  
*802*

DATE:

*4/30/26*

ACCOUNT NUMBER:

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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

Name of Activity Fund: Courtesy & Donation (new acct) Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>500.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>plates/utensils for lounge</u>	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>200.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>300.00</u>	\$ _____

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley  
 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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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2067

SITE: Richmond

ACCOUNT NAME: 803 Library

PURPOSE

Reading materials for students.

SOURCE(S) OF INCOME

Library type income: Awards, advertising, book fair sales, contest fees, contributions/donations, fees/fines/dues, BOE approved fundraisers, grants/scholarships, lost/damaged book fees, merchandise sales, redeposit of cash-box/start up cash box, registrations, reimbursements/refunds/rebates, rental fees, student payment, 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

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

J Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:

Rahul Bomm 803

DATE:

4/30/26

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

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:		
<u>Dues from Students</u>	<u>\$ 200.00</u>	
<u>Donations</u>	<u>\$ 100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	<u>\$ 300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	<u>\$ 300.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Books</u>	<u>\$ -100.00</u>	
<u>Reimbursements</u>	<u>\$ -100.00</u>	
<u>Awards for contest winners</u>	<u>\$ -100.00</u>	
<u>Supplies</u>	<u>\$ -100.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	<u>\$ -400.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

Name of Activity Fund: Staff PD Food Account No: 804

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: 2026-2027 SITE: Richmond

ACCOUNT NAME: Staff PD Food 804

PURPOSE

Staff food for professional development, meetings, GE coaching days, or other staff training. To purchase food, plates, or utensils for staff on PD days.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2026-2027 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2026-2027 school year.

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

JCawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 4/30/26

ACCOUNT NUMBER: 804

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

Name of Activity Fund: Staff Food PD Account No: 804

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,000.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Grants</u>	\$ <u>500.00</u>	
<u>Donations</u>	\$ <u>1,000.00</u>	
<u>Soda Commissions</u>	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Meals/Refreshments for PD</u>	\$ <u>2,000.00</u>	
<u>Plates/Utensils for PD</u>	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>2,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,500.00</u>	\$ _____

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

Name of Activity Fund: Special 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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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2026-2027

SITE: Richmond

ACCOUNT NAME: Special 807

PURPOSE

Cash box start-up & leftover money/Field Trip expenses (including fees, food, transportation)/Office & Classroom supplies/Decorations/Furniture/Replacement ID's & Lanyards

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2026-2027 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2026-2027 school year.

SPONSOR NAME

Ellen Rackley

SIGNATURE

*Ellen Rackley*

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

*J Cawood*

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karl Korman*  
*807*

DATE: *4/30/26*

ACCOUNT NUMBER: \_\_\_\_\_

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

Name of Activity Fund: Special Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 10,000.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Carry over from 805</u>	<u>\$ 10,000</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>0</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Classroom Supplies</u>	<u>\$ 6,000.00</u>	
<u>Office Supplies</u>	<u>\$ 1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>7,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

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: 2026-2027 SITE: Richmond

ACCOUNT NAME: SPEF 839

PURPOSE

To support and enhance the experience of students and teachers.

SOURCE(S) OF INCOME

All listed BOE approved revenues for the 2026-2027 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2026-2027 school year.

SPONSOR NAME

Ellen Rackley

SIGNATURE

*Ellen Rackley*

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

*J Cawood*

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karl Boma* DATE: *4/30/26*

ACCOUNT NUMBER: *839*

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Grants</u>	<u>\$ 7,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	<u>\$ 7,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Grants</u>	<u>\$ -7,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	<u>\$ -7,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: 2026-2027 Sponsor Name: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 07/01/2026 END 06/30/2027

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. (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