

**JUNIOR HIGH**

**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: Kristena RudloffName 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:

Excess revenue was the result of greater than anticipated profit from book fairs.

## PACKET CONTENTS:

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

\*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

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: SJHS

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

Kristena Rudloff

SIGNATURE

[Handwritten signature of Kristena Rudloff]

PRINCIPAL/DIRECTOR

Doug Stafford

SIGNATURE

[Handwritten signature of Doug Stafford]

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 803 SJHS

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,782.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fairs (2)	\$ <u>4,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>4,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>6,282.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book Fair Expenses	\$ <u>-3,500.00</u>	
Book repair supplies	\$ <u>-250.00</u>	
Library Books	\$ <u>-150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-3,900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,382.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Library Account No: 803

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

Spring book fair

PURPOSE OF RAISING FUNDS:

To purchase library books

FUNDRAISER DATES: START 03/22/2025 END 03/29/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. -\$ 1,500.00 = EST. PROFIT \$ 500.00

Sponsor signature: Kristena Rudloff

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal signature

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kristena Rudloff

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 10/20/2024 END 10/27/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,500.00 - EST. EXP. -\$ 2,000.00 = EST. PROFIT \$ 500.00

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten 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

377-003

### ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>424.86</u>	\$ <u>436-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fairs (2)	\$ <u>4,513.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>4,513.00</u>	<u>3737-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,937.86</u>	<u>4173-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book repair supplies	\$ <u>-250.00</u>	
Library Books	\$ <u>-150.00</u>	
Book Fair Costs	\$ <u>-4,441.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,841.00</u>	<u>2391-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>96.86</u>	<u>1782-</u>

as of 5/12/24

# Stillwater School District 16

DAC: JUNIOR HIGH - ACTIVITY FUND

## Budget Control Group Report

Fiscal Year: 2024-2025

Budget Control Group: 610-803-LIBRARY

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: 610-803-LIBRARY								
60.803.1530.000.900.0000.000.610.1	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.1950.000.900.0000.000.610.1	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.1972.000.900.0000.000.610.1	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.1990.000.900.0000.000.610.1	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.337.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.550.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.615.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.619.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.641.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.642.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.644.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.645.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.651.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.653.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.656.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.682.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2220.930.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.2575.860.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.3200.670.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.5200.950.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.803.9902.000.000.0000.000.610.4	0.00	\$0.00	\$0.00	-\$873.32	\$873.32	\$0.00	\$873.32	
610-803-LIBRARY Sub Total:							\$0.00	\$873.32
							0.00	-\$873.32

**Stillwater School District 16**

**Budget Control Group Report**

Fiscal Year: 2024-2025

DAC: JUNIOR HIGH - ACTIVITY FUND

Budget Control Group: 610-803-LIBRARY

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

FTE    Budget Amt    Range Trans    YTD Trans    Balance    Encumbrance    Budget Bal.

Account

End of Report

**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: Kristena Rudloff

Name of Activity Fund: Beta Club Account No: 907

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	KR
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	KR
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KR

*\*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: SJHS

ACCOUNT NAME: 907 Beta Club

PURPOSE

Honors/service society

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/Rebates, 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

Kristena Rudloff

SIGNATURE

[Handwritten signature of Kristena Rudloff]

PRINCIPAL/DIRECTOR

Doug Stafford

SIGNATURE

[Handwritten signature of Doug Stafford]

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 907 - SJHS

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Beta Club Account No: 907

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,104.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ <u>5,600.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5,600.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>6,704.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
National dues	\$ <u>-3,360.00</u>	
Supplies for projects	\$ <u>-750.00</u>	
Student lead activities	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-6,110.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>594.00</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Beta Club Account No: 907

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

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START \_\_\_\_\_ END \_\_\_\_\_

**ACCOUNT OF MONEY TO BE RAISED:**

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

\_\_\_\_\_  
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. \_\_\_\_\_ - 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

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Kristena Rudloff

Name of Activity Fund: SJHS Beta Club Account No: 907

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3,348.08	\$ 3348-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ 5,600.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 5,600.00	\$ 5600-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 8,948.08	\$ 8948-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
National dues	\$ -3,360.00	
Supplies for projects	\$ -750.00	
Bottle filler w/ install for 9th grade hallway	\$ -3,000.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -7,110.00	\$ 7844-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,838.08	\$ 1104-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

# Stillwater School District 16

DAC: JUNIOR HIGH - ACTIVITY FUND

Budget Control Group: 610-907-BETA CLUB

Budget Control Group: 610-907-BETA CLUB

## Budget Control Group Report

Fiscal Year: 2024-2025

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.
<b>Control Group: 610-907-BETA CLUB</b>							
60.907.1970.000.900.0000.000.610.1	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.1971.000.900.0000.000.610.1	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.337.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.345.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.420.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.439.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.441.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.442.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.443.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.444.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.530.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.540.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.550.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.611.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.614.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.615.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.641.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.642.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.651.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.652.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.653.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.656.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# Stillwater School District 16

DAC: JUNIOR HIGH - ACTIVITY FUND

Budget Control Group: 610-907-BETA CLUB

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.
60.907.2199.682.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.810.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.2199.930.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3200.670.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.337.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.345.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.420.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.439.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.441.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.442.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.443.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.444.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.530.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.540.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.550.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.611.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.614.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.615.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.641.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.642.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.651.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.652.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60.907.3300.653.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# Stillwater School District 16

## Budget Control Group Report

Fiscal Year: 2024-2025

DAC: JUNIOR HIGH - ACTIVITY FUND

Budget Control Group: 610-907-BETA CLUB

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.	
60.907.3300.656.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.907.3300.682.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.907.3300.683.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.907.3300.810.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.907.3300.850.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.907.3300.930.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.907.5200.950.900.0000.000.610.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60.907.9902.000.000.0000.000.610.4	0.00	\$0.00	\$0.00	-\$1,404.08	\$1,404.08	\$0.00	\$1,404.08	
610-907-BETA CLUB Sub Total:							\$0.00	\$1,404.08
610-907-BETA CLUB Sub Total:							0.00	-\$1,404.08
610-907-BETA CLUB Sub Total:							\$0.00	\$1,404.08

End of Report

**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: Emily Christian

Name of Activity Fund: Site General Account No: 805

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

*Adoption Date: February 21, 2012*

*Revision Date(s): 9/10/19*

*Page 1 of 4*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: SJHS

ACCOUNT NAME: 805 Site General

PURPOSE

To purchase school related supplies, training, celebrations, appreciation gifts/awards, refreshments, toner and similar items.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Emily Christian

SIGNATURE

Emily Christian

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Emily Christian

Name of Activity Fund: Site General Account No: 805

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,849.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fall School Picture Commission	\$ <u>1,400.00</u>	
Donations	\$ <u>200.00</u>	
Drink Commissions	\$ <u>200.00</u>	
Damages	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>6,149.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
School related supplies	\$ <u>-3,000.00</u>	
Competition/Registration Expenses	\$ <u>-500.00</u>	
Memberships for organizations and societies	\$ <u>-100.00</u>	
Refreshments and special events	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-3,800.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,349.00</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Mary Wedel

Name of Activity Fund: Site General Activity Account No: 805

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,702.90</u>	\$ <u>2055-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fall School Picture Commission	\$ <u>1,400.00</u>	
Donations	\$ <u>200.00</u>	
Drink Commissions	\$ <u>200.00</u>	
Damages	\$ <u>500.00</u>	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>2,300.00</u>	\$ <u>12444-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,002.90</u>	\$ <u>14499-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
School related supplies	\$ <u>-3,000.00</u>	
Competition/Registration Expenses	\$ <u>-500.00</u>	
Memberships for organizations and societies	\$ <u>-100.00</u>	
Refreshments and special events	\$ <u>-200.00</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-3,800.00</u>	\$ <u>10650-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>202.90</u>	\$ <u>3849-</u>

as of 5/12/24

<b>STILLWATER BOARD OF EDUCATION</b>	<b>CFB-E1</b>
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**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: Emily Christian

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:**

N/A

**PACKET CONTENTS:**

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

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<i>Adoption Date: February 21, 2012</i>	<i>Revision Date(s): 9/10/19</i>	<i>Page 1 of 4</i>
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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: SJHS

ACCOUNT NAME: 806 Facility Rental

PURPOSE

To rent the SJHS facility space to churches, clubs, teams and the like. A portion of the money is paid to SPS General Fund to share the additional utility expenses due to the additional use of the facility. The remaining amount is used to purchase school equipment, furniture, technology and supplies for SJHS.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Emily Christian

SIGNATURE

Emily Christian

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

Crystal Szymanski

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Raul Lopez DATE: 8/28/24

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Emily Christian

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>998.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ <u>800.00</u>	
Rent _____	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,800.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,798.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
JH equipment, furniture, technology & school supplies. _____	\$ <u>-1,000.00</u>	
Utility payment to SPS General Fund _____	\$ <u>-300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,498.00</u>	\$ _____

JH-804

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Mary Wedel

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 804.98	\$ 1190-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 800.00	
Rent	\$ 1,000.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,800.00	\$ 8011-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,604.98	\$ 9201-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
JH equipment, furniture, technology & school supplies	\$ -1,000.00	
Utility payment to SPS General Fund	\$ -300.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -1,300.00	\$ 8203-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,304.98	\$ 998-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

**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: Emily Christian

Name of Activity Fund: Lockers Account No: 813

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	EA
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	EA
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	EA

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Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: SJHS

ACCOUNT NAME: 813 Lockers

PURPOSE

Maintain lockers, locks & keys

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Emily Christian

SIGNATURE

Emily Christian

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

Crystal Szymanski

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 813- LOCKERS

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Emily Christian

Name of Activity Fund: Lockers Account No: 813

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 37.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Lost Locks & Keys	\$ 30.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 30.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 67.00	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
New Locks & or Keys	\$ -30.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -30.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 37.00	\$

JH 813

**STILLWATER BOARD OF EDUCATION**

**CFB-E1**

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Sondra Walters

Name of Activity Fund: Lockers Account No: 813

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>204.88</u>	\$ <u>22</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Lost Locks & Keys	\$ <u>30.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>30.00</u>	\$ <u>15</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>234.88</u>	\$ <u>37</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
New Locks & or Keys	\$ <u>-30.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-30.00</u>	\$ <u>0</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>204.88</u>	\$ <u>37</u>

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

**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: Susan Ammons

Name of Activity Fund: SPEF Grant 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:**

N/A

**PACKET CONTENTS:**

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

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*Adoption Date: February 21, 2012*

*Revision Date(s): 9/10/19*

*Page 1 of 4*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: JH

ACCOUNT NAME: 839 SPEF Grant

PURPOSE

To purchase school supplies for classrooms based on grant awarded by Stillwater Public Education Foundation (SPEF).

SOURCE(S) OF INCOME

Grants awarded by SPEF.

PLANNED EXPENSES

Items specified in the grant award and fall within the parameters set forth by the BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Susan Ammons

SIGNATURE

[Handwritten signature of Susan Ammons]

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

[Handwritten signature of Crystal Szymanski]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 2/28/24

ACCOUNT NUMBER: 839 - SPEF GRANT

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Susan Ammons

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF grant awarded	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-800.00</u>	
Instructional Supplies	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

JH-839

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Audra Casson on behalf of SPEF

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 2,128.00	\$ 1196
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grants (estimating one large grant)	\$ 5,000.00	
SPEF Grants (estimating one small grant)	\$ 2,500.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 7,500.00	\$ 5800
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 9,628.00	\$ 6996
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Large Grant specific expenditures	\$ -5,000.00	
Small Grant specific expenditures	\$ -4,500.00	
Return of unused portion from prior year	\$ -128.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -9,628.00	\$ 6996
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ 0

**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: Kristen Swank

Name of Activity Fund: Art Account No: 876

**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	<i>KS SA</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>KS</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>KS</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: 2024-2025 SITE: SJHS

ACCOUNT NAME: 876 Art

PURPOSE

To purchase art supplies.

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/Rebates, 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

Kristen Swank

SIGNATURE [Handwritten Signature]

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE [Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 876 - ART

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Kristen Swank

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>611.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Supply Fees	\$ <u>3,900.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,900.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,511.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-3,800.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-3,800.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>711.00</u>	\$ _____

34 8 10

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Kristen Swank  
 Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>295.93</u>	\$ <u>296</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Supply Fees	\$ <u>3,900.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,900.00</u>	\$ <u>3600</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,195.93</u>	\$ <u>3896</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-3,800.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-3,800.00</u>	\$ <u>3285</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>395.93</u>	\$ <u>611</u>

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

<b>STILLWATER BOARD OF EDUCATION</b>	<b>CFB-E1</b>
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**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: Samantha Allen

Name of Activity Fund: Science Account No: 880

**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	SA
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	SA
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	SA

*\*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: SJHS

ACCOUNT NAME: 880 Science

PURPOSE

To support and enhance the students learning experience through the purchase of supplies for the Science Department.

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/Rebates, 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

Samantha Allen

SIGNATURE

[Handwritten signature of Samantha Allen]

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

[Handwritten signature of Crystal Szymanski]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 8/28/24

ACCOUNT NUMBER: 880 - SCIENCE

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

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Samantha Allen

Name of Activity Fund: Science Account No: 880

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 566.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 500.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,066.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Department/Classroom Supplies	\$ -650.00	
Student Awards	\$ -240.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -890.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 176.00	\$ _____

JH-880

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Samantha Allen

Name of Activity Fund: Science Account No: 880

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>871.26</u>	\$ <u>681-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500.00</u>	\$ <u>663-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,371.26</u>	\$ <u>1344-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Department/Classroom Supplies	\$ <u>-650.00</u>	
Ping Pong Launcher Awards	\$ <u>-240.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-890.00</u>	\$ <u>778-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>481.26</u>	\$ <u>566-</u>

as of 5/12/24

**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: Janita Cormell

Name of Activity Fund: Speech & Drama Account No: 883

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:

We started a musical theatre program this year. *We accepted donations to fund the 24-25 year. The funds will be used to purchase scripts, royalties, facility rental, backdrop rental, props, building materials, and costumes.*  
*ie. musical showkit = 1050.00 Backdrop Rental = 500.00*  
*Community Center Rental = 1500.00*

**PACKET CONTENTS:**

*Play Scripts/Royalties = 300.00 to 400.00 per class*

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

\*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: SJHS

ACCOUNT NAME: 883 Speech & Drama

PURPOSE

This fund will pay royalty fees and purchase scripts, props, costumes, stage supplies, set building materials, Community Center rental, backdrop rental, and cast party supplies.

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/Rebates, 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

Janita Cormell

SIGNATURE

Janita Cormell

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

Crystal Szymanski

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 883- SPEECH + DRAMA

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No: 883

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,287.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Gate/Donations for Fall Shows	\$ <u>800.00</u>	
Donations from Drama Sponsors - Letter writing	\$ <u>3,000.00</u>	
Gate/Donations for Spring Show and Musical	\$ <u>3,300.00</u>	
Character Tea Fundraiser	\$ <u>500.00</u>	
Talents Show	\$ <u>500.00</u>	
	\$ _____	
Total Revenues:	\$ <u>8,100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>12,387.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Scripts/Royalties/Licenses	\$ <u>-1,600.00</u>	
Musical Showkit / Facility Rental / Backdrop Rental	\$ <u>-3,500.00</u>	
Props and costumes	\$ <u>-2,000.00</u>	
Supplies for cast parties	\$ <u>-300.00</u>	
Tech for stage (state monitors, mics, cords, batteries)	\$ <u>-1,500.00</u>	
Additional Fundraiser Expenses	\$ <u>-400.00</u>	
	\$ _____	
Total Expenditures:	\$ <u>-9,300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,087.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No: 883

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

N/A Talent Show/Variety Show and Silent auction

PURPOSE OF RAISING FUNDS:

Funds will be used to purchase scripts, royalties, props, set items, costumes and other materials for class.

FUNDRAISER DATES: START Sept. 2024 END Dec. 2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 500.00 - EST. EXP. 100.00 = EST. PROFIT \$0.00 400.00

Sponsor Signature: Janita Cornell

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No: 883

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

N/A Sponsorship Drive - Students send letters to invite people/businesses to sponsor program

PURPOSE OF RAISING FUNDS:

Purchase banners to thank sponsors, t-shirts for kids w/ sponsor names on back, purchase equipment for stage i.e. stage monitors. Drama class trips.

FUNDRAISER DATES: START Aug. 2024 END Dec. 2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 3000.00 - EST. EXP. 200.00 = EST. PROFIT \$ 2800.00

Janita Cornell 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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Janita Cormell

Name of Activity Fund: Speech & Drama Account No: 883

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

N/A Character tea / Kids events - Students host, design, teach, serve, perform and promote.

PURPOSE OF RAISING FUNDS:

Cast parties, class trips

FUNDRAISER DATES: START Jan. 2025 END May 2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 500.00 - EST. EXP. 200.00 = EST. PROFIT 300.00

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. - 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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No: 883

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

N/A Play performance gate/donations. (Spring)

PURPOSE OF RAISING FUNDS:

Purchase scripts/royalties, props, set building, party materials, costumes and class materials.

FUNDRAISER DATES: START Jan. 2025 END May 2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 800.00 - EST. EXP. 800.00 = EST. PROFIT \$ 0.00

Janita Cornell 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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No: 883

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

N/A Musical performance Gate/Donations (Spring)

PURPOSE OF RAISING FUNDS:

Fund next year's performance.

FUNDRAISER DATES: START Jan. 2025 END May 2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2500.00 - EST. EXP. 2500.00 = EST. PROFIT \$ 0.00
(spent in Fall 2024)

Janita Cornell
SPONSOR SIGNATURE
PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No: 883

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

N/A Ticket Sales / Donations Fall productions

PURPOSE OF RAISING FUNDS:

Purchase scripts, royalties, class supplies, and stage equipment

FUNDRAISER DATES: START Sept. 2024 END Dec. 2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 800.00 - EST. EXP. 800.00 = EST. PROFIT \$ 0.00

Janita Cornell 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

JH-883

### ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024      Sponsor Name: Anita Cawfield

Name of Activity Fund: Speech & Drama      Account No: 883

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>954.69</u>	\$ <u>1185-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
gate for Fall Shows and Spring Show	\$ <u>850.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>850.00</u>	\$ <u>13304-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,804.69</u>	\$ <u>14489-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
scripts	\$ <u>-355.00</u>	
royalty fees	\$ <u>-275.00</u>	
props and costumes	\$ <u>-700.00</u>	
supplies for cast parties	\$ <u>-300.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,630.00</u>	\$ <u>10202-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>174.69</u>	\$ <u>4289-</u>

as of 5/12/24

**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: Clay Jackson

Name of Activity Fund: 9th grade Art Club Account No: 904

**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	JA
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	JA
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	JA

*\*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: SJHS

ACCOUNT NAME: 904 9th grade Art Club

PURPOSE

Fund 9th grade art program and projects

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/Rebates, 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

Clay Jackson

SIGNATURE

Clay Jackson

PRINCIPAL/DIRECTOR

Crystal Szymanski

SIGNATURE

Crystal Szymanski

TO BE COMPLETED BY FINANCE DEPARTMENT

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

ACCOUNT NUMBER: 904

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Clay Jackson

Name of Activity Fund: 9th grade Art Club Account No: 904

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>26.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fees from students	\$ <u>2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,026.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>26.00</u>	\$ _____

JH-904

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2023-2024 Sponsor Name: Clay Jackson

Name of Activity Fund: 9th gr Art Activity fund (AF ART) Account No: 904

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>23.18</u>	\$ <u>23-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fees from students	\$ <u>4,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>4,500.00</u>	\$ <u>1715-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,523.18</u>	\$ <u>1738-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Purchase Orders for supplies	\$ <u>-4,523.18</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,523.18</u>	\$ <u>1712-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ <u>26-</u>

as of 5/12/24