



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Uwe Gordon, Superintendent
Dr. Janet Vinson, Acting Superintendent
DATE: December 10, 2024

AGENDA ITEM:

Annual Activity Fund Planning and Approval Packages for FY 2024-2025

BOARD ACTION REQUESTED:

Motion to Approve Annual Activity Fund Planning and Approval Packages for FY 2024-2025

BACKGROUND INFORMATION:

Our auditor has stated that the Board of Education, at the beginning of each fiscal year, should approve all Activity Fund Sub-accounts and the purposes for which monies collected can be expended. They have further recommended that this be done in the following manner:

"Written documents should be prepared for each of the District's Activity Funds on an annual basis.... These documents should outline the appropriate collections and acceptable expenditures for every Activity Fund Subaccount...."

The attached Annual Activity Fund Planning and Approval Package (Policy CFB-E1) provides the purpose of the account, the source(s) of income, and planned expenses. In addition, the package includes a Fund Subaccount Budget for 2024-2025, a Report on the Prior Year Fund Subaccount Budget, and Fundraiser Request for 2024-2025.

ACTIVITY FUND PACKETS

TECHNOLOGY - 829

CHROMEBOOKS - 865

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: Charles K.

Name of Activity Fund: Technology Account No: 829

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

**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.*

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 11/11/2024 SITE: Technology

ACCOUNT NAME: Technology

PURPOSE

General activity fund

SOURCE(S) OF INCOME

~~OSU parade network lease~~ Any other sources?
we have no other revenue sources - BB

PLANNED EXPENSES

Food, PD, team-building

SPONSOR NAME

Bryan Bloomer

SIGNATURE

[Signature] BB

PRINCIPAL/DIRECTOR

Bryan Bloomer

SIGNATURE

[Signature] BB

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

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ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Bryan Bloomer
 Name of Activity Fund: Technology Account No: 829

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 ^{Nov. 11}	\$ <u> </u>	\$ <u>1,764</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>OSU Parade Network Lease</u>	\$ <u>1,200</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u> </u>	\$ <u>2,964</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Food</u>	\$ <u>500</u>	
<u>PD</u>	\$ <u>500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>1,000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,964</u>	\$ _____

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FUNDRAISER REQUEST

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

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

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

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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: Bryan Bloomer
~~Charles K.~~

Name of Activity Fund: Chromebook Replace/Repair Account No: 865

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: 11/11/2024 SITE: Technology

ACCOUNT NAME: Chromebook Replace / Repair

PURPOSE

Primarily used to supplement funding for district 1:1 devices. Also used as a reserve for unplanned Tech expenditures related directly to Chromebooks.

SOURCE(S) OF INCOME

Device liability fee
Intentional damage/cost of repair

PLANNED EXPENSES

see "Purpose"

SPONSOR NAME

Bryan Bloomer

SIGNATURE

BB BB

PRINCIPAL/DIRECTOR

Bryan Bloomer

SIGNATURE

BB BB

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TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Bryan Bloomer
Charles K.
 Name of Activity Fund: Chromebook Account No: 865

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, Nov 11 <u>JULY 1</u>	\$ 120,000 <u>160,000</u>	\$ <u>121,642.74</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Device fees from sites	\$ <u>needs \$ here</u>	
(parent paid fees)	\$	
<u>1:1 Insurance Fee + Repair Fees</u> <i>(as needed)</i>	\$ <u>86,000/yr</u> <i>BB</i>	
Estimated repair costs for Chromebooks are:		
• Lost or totaled: \$250 standard screen / \$300 touch screen	\$	
• Charger (damaged or lost): \$30	\$	
• Plastic casing (cracked or damaged): \$40	\$	
• Ports/motherboard: \$100	\$	
• Keyboard: \$50	\$	
• Trackpad/Palm rest: \$50	\$	
• Webcam: \$25	\$	
• Screen bezel: \$35	\$	
• Screen: \$65 standard screen/ \$100 touch screen	\$	
• Removal of stickers or cleaning: \$25	\$	
• Missing or damaged SPS tags: \$25	\$ <u>16,000</u>	
Estimated repair costs for hotspots are:		
• Lost or damaged: \$85	\$	
• Charger (damaged or lost): \$25	\$	
• Removal of stickers or cleaning: \$25	\$	
• Missing or damaged SPS tags: \$25	\$ <u>50,000 (or as needed)</u> <i>BB</i>	
<u>Repair</u>	\$	
	\$	
	\$	
Total Expenditures:	\$ 16,000 <u>50,000 (as needed)</u> <i>BB</i>	\$ <u>16,640</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>105,002</u>	\$ <u>105,002</u>

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