



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: January 13, 2026

AGENDA ITEM:

Annual Activity Fund Planning and Approval Packages for FY 2025-2026

BOARD ACTION REQUESTED:

Motion to Approve Annual Activity Fund Planning and Approval Packages for FY 2025-2026

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 2025-2026, a Report on the Prior Year Fund Subaccount Budget, and Fundraiser Request for 2025-2026.

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026 Sponsor Name: Nutrition Services

Name of Activity Fund: Nutrition Services Donation Account

Account No. 847

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 | 12/12/2025 |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | 12/12/2025 |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | 12/12/2025 |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | Type text here |

**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: 12/11/2025

SITE: Nutrition Services

ACCOUNT NAME: Nutrition Services Donation Account

PURPOSE

To track donations to meal accounts >\$100

SOURCE(S) OF INCOME

Donors

PLANNED EXPENSES

Donations to meal accounts

SPONSOR NAME

Nutrition Services

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Krista Neal

SIGNATURE

[Handwritten signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:

[Handwritten signature]

DATE:

12/12/25

ACCOUNT NUMBER:

847

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026

Sponsor Name: Nutrition Services

Name of Activity Fund: Nutrition Services Donation Account

Account No:

| | NEXT YEAR EST. | ACTUALS* |
|---|----------------|----------|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | \$0.00 | \$ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Donations to meal accounts >\$100 | \$3000 | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| Total Revenues: | \$ | \$ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | \$3000 | \$ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Donations to meal accounts | \$3000 | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| Total Expenditures: | \$3000 | \$ |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | \$0.00 | \$ |

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2025-2026

Sponsor Name: Beverly Taylor

Name of Activity Fund: Special Olympics

Account No: _____

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 | BT |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | BT |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | BT |

**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: 12/17/2025 SITE: BOE

ACCOUNT NAME: Special Olympics

PURPOSE

To support our Special Olympics Program.

SOURCE(S) OF INCOME

Fundraising

PLANNED EXPENSES

Uniforms, t-shirts, entry fees, practice equipment

SPONSOR NAME

Beverly Taylor

SIGNATURE

Beverly Taylor PhD

PRINCIPAL/DIRECTOR

Austin Hula

SIGNATURE

Austin Hula

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/19/25

ACCOUNT NUMBER: TBD

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Beverly Taylor
 Name of Activity Fund: Special Olympics Account No: _____

| | NEXT YEAR EST. | ACTUALS* |
|---|--------------------|----------|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | \$ <u>0.00</u> | \$ _____ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Fundraisers | \$ <u>1,000</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: | | |
| Uniforms or t-shirts | \$ <u>300.00</u> | |
| Practice Equipment/Supplies | \$ <u>200.00</u> | |
| Entry Fees | \$ <u>500.00</u> | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| Total Expenditures: | \$ <u>1,000.00</u> | \$ _____ |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | \$ <u>\$0.00</u> | \$ _____ |

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: 2025-2026 Sponsor Name: Beverly Taylor

Name of Activity Fund: Special Olympics Account No:

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

Participation in the Cowboy Country Polar Plunge put on by the Oklahoma State Special Olympics Office. Part of the money raised may be received by our team.

PURPOSE OF RAISING FUNDS:

To support our Special Olympics programs.

FUNDRAISER DATES: START 1/15/2026 END 2/21/2026

ACCOUNT OF MONEY TO BE RAISED:

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

Beverly Taylor Ph.D. SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization 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)

Reporting School Year: 2025-2026 Sponsor Name: Beverly Taylor

Name of Activity Fund: Special Olympics Account No:

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

T-shirt fundraiser

PURPOSE OF RAISING FUNDS:

To support our Special Olympics programs.

FUNDRAISER DATES: START 3/15/2026 END 5/15/2026

ACCOUNT OF MONEY TO BE RAISED:

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

Beverly Taylor Ph.D. 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)

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