



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Uwe Gordon, Superintendent
DATE: October 8, 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.