



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** November 11 2025

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**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: 25-26 Sponsor Name: Cayla Kilby / Kyle Kilby

Name of Activity Fund: Sms Aviation Account No: N/A  
 Need NEW ACCT.

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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*\*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: 9/15/25 SITE: Sms

ACCOUNT NAME: Sms Aviation

PURPOSE - The purpose of this activity fund is to purchase items essential for the sms Aviation Teams. This includes travel, competition, tshirts, equipment, materials and fundraising items for sms Aviation.

SOURCE(S) OF INCOME  
Fundraising, Student fees, donations

PLANNED EXPENSES - Competition fees, Tshirts, Equipment, Tools, fundraising expenses, competition needs.

SPONSOR NAME  
Cayla Kilby  
Kyle Kilby  
PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE  
Cayla Kilby  
Kyle Kilby

SIGNATURE  
Ryan Blake

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2015-2016 Sponsor Name: Cayla Kilby / Kyle Kilby  
 Name of Activity Fund: Sms Aviation Account No: N/A

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,000</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Fundraising</u>	\$ <u>4000</u>	
<u>Student Fees</u>	\$ <u>700</u>	
<u>Donations</u>	\$ <u>1000</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5700</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>7,700</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Aviation equipment</u>	\$ _____	
<u>&amp; Components</u>	\$ <u>4000</u>	
<u>Team shirts</u>	\$ <u>1000</u>	
<u>Transportation</u>	\$ <u>500</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>5,500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,200</u>	\$ _____

Academic

**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: 2025-2026 Sponsor Name: Kassandra Goforth

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

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Adoption Date: February 21, 2012

Revision Date(s): 9/18/19

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 876 Art

PURPOSE

Collect art fees to be used to buy art supplies to use in class.

SOURCE(S) OF INCOME

Fees, Donations

PLANNED EXPENSES

Supplies

SPONSOR NAME

Kassandra Goforth

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Kassandra Goforth

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>813.14</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fees	\$ <u>1,300.00</u>	
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,400.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,213.14</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-700.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,513.14</u>	\$ _____

**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: Abbey Billman

Name of Activity Fund: Spanish Club Account No: 942

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

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 942 Spanish Club

PURPOSE

To promote awareness, appreciation, and understanding of the people and diverse cultural productions of the Hispanic/Latino world. To provide an extra opportunity for students to practice vocabulary covered during class.

SOURCE(S) OF INCOME

Donations, Dues/Fees

PLANNED EXPENSES

Supplies, Refreshments

SPONSOR NAME

Abbey Billman

SIGNATURE

Abbey Bellman

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Abbey Billman

Name of Activity Fund: Spanish Club Account No: 942

	NEXT YEAR EST	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>860.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>100.00</u>	
Dues/Fees	\$ <u>100.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,060.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ <u>-100.00</u>	
Refreshments	\$ <u>-100.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-200.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>860.00</u>	\$ _____

**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: Riann Swanson & Searcy Crow

Name of Activity Fund: Student Council

Account No: 946

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 - Excess fund balance is due to carryover from 22-23 school year.

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 946 Student Council

PURPOSE

SHS Student Council exists for two reasons - (1) to grow and support SHS school spirit and; (2) to support, grow and master leadership understanding and skills for individual student council members so each member may participate/contribute in their personal leadership journey.

SOURCE(S) OF INCOME

Donations, Dues/Fees, Fundraisers

PLANNED EXPENSES

Dues/Fees, Reimbursements, Fundraiser Expenses, Travel Expenses, Celebrations/Refreshments

SPONSOR NAME

Riann Swanson & Searcy Crow

SIGNATURE

[Handwritten signature: Riann Swanson]

SIGNATURE

[Handwritten signature: Walter R. Howell IV]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Riann Swanson & Searcy Crow  
 Name of Activity Fund: Student Council Account No: 946

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE (JULY 1)	\$ 7847	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 700	
Dues/Fees	\$ 100	
Fundraisers	\$ 450	
	\$	
	\$	
	\$	
<b>Total Revenues:</b>	\$ 1250	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 9197	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ -2700	
Reimbursements	\$ -300	
Fundraiser Expenses	\$ -150	
Travel Expenses	\$ -1300	
Celebrations/Refreshments	\$ -1900	
Stipend	\$ -1000	
<b>Total Expenditures:</b>	\$ -7350	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1847	\$