



**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:** March 11, 2025

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**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.

**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: Kaela Collins

Name of Activity Fund: Brew Crew 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:**

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

*\*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.*

**STILLWATER BOARD OF EDUCATION**

**CFB-E1**

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Kaela Collins

Name of Activity Fund: Brew Crew Account No: \_\_\_\_\_

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Coffee sales</u>	\$ <u>75</u>	
<u>Soda Sales</u>	\$ <u>75</u>	
<u>Water sales</u>	\$ <u>50</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <del>200</del> <u>200</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Coffee</u>	\$ <u>30</u>	
<u>Coffee cups</u>	\$ <u>15</u>	
<u>creamers</u>	\$ <u>30</u>	
<u>K pods</u>	\$ <u>20</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>95</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>105</u>	\$ _____

**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: ANGELA KNOTT

Name of Activity Fund: GIRLS GOLF Account No: 980

**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: 2024-2025 SITE: High School Athletics

ACCOUNT NAME: 980 GIRLS GOLF

**PURPOSE**

INCOME SOURCE FOR ALL ATHLETIC TEAMS TO PERFORM AND COMPLETE

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME**

**ANGELA KNOTT**

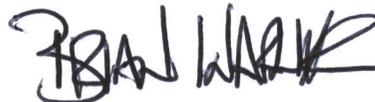
**SIGNATURE**



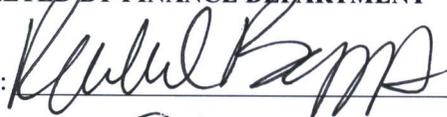
**PRINCIPAL/DIRECTOR**

Brian Warwick

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY:  DATE: 3/3/25

ACCOUNT NUMBER: 980

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

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: ANGELA KNOTT

Name of Activity Fund: GIRLS GOLF Account No: 980

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,032.27</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
DONATIONS	\$ <u>650.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>650.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,682.27</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
TEAM EQUIPMENT	\$ <u>-1,800.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,800.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,882.27</u>	\$ _____

**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: Karje Linsenmeyer

Name of Activity Fund: High School Softball Account No: 991

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: 2024-2025

SITE: High School Athletics

ACCOUNT NAME: High School Softball

PURPOSE

Fundraising opportunities for Stillwater High School Softball

SOURCE(S) OF INCOME

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

PLANNED EXPENSES

Athletic and Performing Arts Type Expense: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

SPONSOR NAME

Karie Linsenmeyer

SIGNATURE

[Handwritten Signature: Karie Linsenmeyer]

PRINCIPAL/DIRECTOR

Brian Warwick

SIGNATURE

[Handwritten Signature: Brian Warwick]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:

[Handwritten Signature]

DATE:

3/3/25

ACCOUNT NUMBER:

991

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: FP Softball Account No: #991

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>163.30</u>	\$ <u>    </u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>FB Concession 2 Games - Game Day Labor</u>	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,163.30</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Softballs / Nets / Other Equipment as needed</u>	\$ <u>-500.00</u>	
<u>T-shirts / Apparel for Team</u>	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>163.30</u>	\$ _____