



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: January 14, 2025

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.

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: Rob Lamecker

Name of Activity Fund: Facility Management

Account No: 843

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND-SUBACCOUNT BUDGET*	PAGE 3	RL

* 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: 2024-2025

SITE: District Wide

ACCOUNT NAME: Facilities Management 843

PURPOSE

To financially support the mission and goals of Facilities Management department and its employees to include the purchase of refreshments, employee appreciation awards and other supplies as needed and not covered by government funds.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Rob Lamecker

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Uwe Gordon

SIGNATURE

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature]

DATE: 6/20/24

ACCOUNT NUMBER: 843

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025

Sponsor Name: Rob Lamecker

Name of Activity Fund: Facility Management

Account No: 843

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,996.37</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>*Rentals</u>	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,996.37</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Refreshments - employee training and ap</u>	\$ <u>-500.00</u>	
<u>Equipment & Supplies</u>	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,996.37</u>	\$ _____

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025

Sponsor Name: Rob Lamecker

Name of Activity Fund: Facility Management

Account No: 843

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

N/A

FUNDRAISER DATES: START END

AMOUNT 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. (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

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: Ellen Rackley

Name of Activity Fund: Student Supplies Account No: 801

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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STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Richmond

ACCOUNT NAME: 801 School Supply

PURPOSE

To support and enhance the experience of students.

SOURCE(S) OF INCOME

Student Supply Income: AP Testing Fees, Class Supplies, Contribution/Donations, Fees/Fines/Dues, Field Trip Collection, Grants/Scholarships, Lost/Damaged Book Fees, PALS profit, Redeposit of Cash-Box/Start Up Cash, Registration Costs, Reimbursement/Refunds/Rebates, Student Payments, Student Supply Fees.

PLANNED EXPENSES

Student Supply Expenses: Achievement Awards, Books, Cash-Box/Start-up Cash, Fees/Dues, Field Trip Expenses, Registrations, Reimbursements/Refunds, Subscriptions, Classroom related Supplies/Materials, Student Snacks, Technology Expenses, and Tutoring.

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

Joy Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 12/6/24

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>947.94</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocations from District	\$ <u>10,000.00</u>	
Donations	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>10,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>11,447.94</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-6,000.00</u>	
Field Trip Expenses	\$ <u>-1,000.00</u>	
Student Incentives	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,447.94</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: Student Supply Account No: 801

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 \$0.00 (N/A)

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

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: Ellen Rackley

Name of Activity Fund: Library Account No: 803

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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STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Richmond

ACCOUNT NAME: 803 Library

PURPOSE

Reading materials for students.

SOURCE(S) OF INCOME

Library Type Income: Awards, Advertising, Book Fair Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, BOE approved Fundraisers, Grants/Scholarships, Lost/Damaged Book Fees, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registrations, Reimbursements/Refund/Rebates, Rental Fees, Student Payments, and Ticket Sales.

PLANNED EXPENSES

Library Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Competition Expenses, Custodial Expenses, Equipment/Furniture, Fees/Dues, Fundraising Expenses, Meeting Supplies and Refreshments, Newspapers, Registrations, Reimbursements/Refunds, Rental Fees, Subscriptions, Supplies/Materials and Technology Expenses.

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

Joy Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/6/24

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,202.20</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ <u>100.00</u>	
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,402.20</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Books	\$ <u>-100.00</u>	
Reimbursements	\$ <u>-100.00</u>	
Awards for contest winners	\$ <u>-200.00</u>	
Supplies	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>902.20</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Richmond

Name of Activity Fund: Library Account No: 803

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$400.00 - EST. EXP. -\$100.00 = 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

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: Ellen Rackley

Name of Activity Fund: General Activity Account No: 805

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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Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Richmond

ACCOUNT NAME: 805 General Activity

PURPOSE

Staff appreciation, conferences for teachers, and office supplies.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

Joy Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 12/6/24

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: General Activity Account No: 805

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>11,832.85</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Grants	\$ <u>500.00</u>	
Donations	\$ <u>1,000.00</u>	
Soda Commissions	\$ <u>75.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,575.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>13,407.85</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meals/refreshments	\$ <u>-2,000.00</u>	
Teacher Awards	\$ <u>-1,000.00</u>	
Classroom Supplies	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>9,407.85</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: General Activity Account No: 805

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$400.00 - EST. EXP. -\$100.00 = 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

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: Ellen Rackley

Name of Activity Fund: Facility Rental Account No: 806

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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STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Richmond

ACCOUNT NAME: 806 Facility Rental

PURPOSE

Staff Appreciation, conferences for teachers, office supplies.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

Joy Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karlul B...*

DATE: 12/6/24

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,240.59</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Building rental commissions</u>	\$ <u>700.00</u>	
<u>Donations</u>	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>900.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,140.59</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Teacher meals/refreshments</u>	\$ <u>-1,000.00</u>	
<u>Teacher/student incentives</u>	\$ <u>-300.00</u>	
<u>Classroom/general supplies</u>	\$ <u>-425.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,725.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>415.59</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: Facility Rental Account No: 806

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$400.00 - EST. EXP. -\$100.00 = 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. (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

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: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

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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Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Richmond

ACCOUNT NAME: 839 SPEF

PURPOSE

To support and enhance the experience of students and teachers.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

Joy Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/6/24

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>172.38</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Grants	\$ <u>7,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>7,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>7,172.38</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Grants	\$ <u>-7,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-7,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>172.38</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$400.00 - EST. EXP. -\$100.00 = EST. PROFIT \$300.00

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

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: Rita Williams

Name of Activity Fund: Student Supply Account No: 801

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

*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: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 801 Student Supply

PURPOSE

To purchase classroom and student supplies, student achievement awards and student refreshments for co-curricular events.

SOURCE(S) OF INCOME

Student Supply Income: AP Testing Fees, Class Supplies, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, Grants/Scholarships, Lost/Damaged Book Fee, PALS Profit, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Student Payments, Student Supply Fees.

PLANNED EXPENSES

Student Supply Expenses: Achievement Awards, Books, Cash-Box/Start-up Cash, Fees/Dues, Field Trip Expenses, Registrations, Reimbursements/Refunds, Subscriptions, Classroom related Supplies/Materials, Student Snacks, Technology Expenses, and Tutoring.

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Rita Williams

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 14,648.21	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocation from District	\$ 5,000.00	
Field Trip Collections	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 5,200.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 19,848.21	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ -10,000.00	
Field Trip Expenses	\$ -250.00	
Co-curricular subscriptions	\$ -500.00	
End of Year Awards	\$ -100.00	
Pre-K Nap Mats	\$ -700.00	
Student Snacks	\$ -500.00	
Total Expenditures:	\$ -12,050.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 7,798.21	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rita Williams

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>8,255.00</u>	\$ <u>8,844</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocation from District	\$ <u>7,000.00</u>	
Field Trip Collections	\$ <u>200.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>7,200.00</u>	\$ <u>23,444</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>15,455.00</u>	\$ <u>32,288</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-10,000.00</u>	
Field Trip Expenses	\$ <u>-250.00</u>	
Co-Curricular Subscriptions	\$ <u>-500.00</u>	
End of Year Awards	\$ <u>-100.00</u>	
Prek Nap Mats	\$ <u>-700.00</u>	
Student Snacks	\$ <u>-200.00</u>	
Total Expenditures:	\$ <u>-11,750.00</u>	\$ <u>17,640</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,705.00</u>	\$ <u>14,648</u>

Page 3
Py - Actual

STILLWATER BOARD OF EDUCATION

CFB-EI

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: Courtney Parks

Name of Activity Fund: Library Account No: 803

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

*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: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 803 Library

PURPOSE

To purchase library books, equipment and subscriptions.

SOURCE(S) OF INCOME

Library Type Income: Advertising Sales, Awards/Prizes, Book Fair Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, BOE approved Fundraisers, Grants/Scholarships, Lost/Damaged Book Fee, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registrations, Reimbursements/Refund/Rebates, Rental Fees, Student Payments, and Ticket Sales.

PLANNED EXPENSES

Library Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Competition Expenses, Custodial Expenses, Equipment/Furniture, Fees/Dues, Fundraising Expenses, Meeting Supplies and Refreshments, Newspapers, Registrations, Reimbursements/Refunds, Rental Fees, Subscriptions, Supplies/Materials and Technology Expenses.

SPONSOR NAME

Courtney Parks

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/9/24

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Courtney Parks

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 4,800.04	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fairs (2)	\$ 10,500.00	
Lost or damaged book fees	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 10,600.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 15,400.04	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book Fair Expenses	\$ -5,850.00	
Online subscriptions	\$ -2,500.00	
Library Books	\$ -3,500.00	
Supplies	\$ -750.00	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -12,600.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,800.04	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Courtney Parks
 Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 2,907.93	\$ 2,908
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fairs (2)	\$ 10,500.00	
Lost or damaged book fees	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 10,600.00	\$ 13,836
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 13,607.93	\$ 16,794
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book Fair Expenses	\$ -5,850.00	
Online subscriptions	\$ -2,500.00	
Library Books	\$ -3,500.00	
Supplies	\$ -750.00	
	\$	
	\$	
Total Expenditures:	\$ -12,600.00	\$ 11,994
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 907.93	\$ 4,800

PJ. Actuals

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Courtney Parks

Name of Activity Fund: Library Account No: 803

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

Fall Book Fair

PURPOSE OF RAISING FUNDS:

To purchase books & supplies for the library

FUNDRAISER DATES: START 08/15/2024 END 12/20/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 5,250.00 - EST. EXP. -\$ 2,925.00 = EST. PROFIT \$ 2,325.00

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. (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 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Courtney Parks

Name of Activity Fund: Library Account No: 803

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

Spring Book Fair

PURPOSE OF RAISING FUNDS:

To purchase books & supplies for the library

FUNDRAISER DATES: START 02/01/2025 END 03/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 5,250.00 - EST. EXP. \$ 2,925.00 = EST. PROFIT \$ 2,325.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature: Laura Gordon]

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

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: Rita Williams

Name of Activity Fund: Facility Rental Account No: 806

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	<i>RW</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>RW</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	n/a
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>RW</i>

*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: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 806 Facility Rental

PURPOSE

Bring funds for the use of our facility and spend it on the needs of the school. This includes supplies and refreshments for holidays and staff appreciation.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Rita Williams

SIGNATURE

[Handwritten signature of Rita Williams]

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

[Handwritten signature of Laura Gordon]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/27/24

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rita Williams

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3,843.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Gym Rental	\$ 1,000.00	
Donations	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 1,200.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 5,043.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments for meeting and staff appreciation	\$ -1,500.00	
Travel expenses & reimbursement	\$ -500.00	
Student awards and party's	\$ -200.00	
Subscriptions	\$ -200.00	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -2,400.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,643.00	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Rita Williams

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,736.97</u>	\$ <u>4,075</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>200.00</u>	
Soda Commissions	\$ <u>250.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>450.00</u>	\$ <u>2003</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5,186.97</u>	\$ <u>4080</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments for meeting and staff appreciation	\$ <u>-1,500.00</u>	
Teacher Awards	\$ <u>-500.00</u>	
Student awards and parties	\$ <u>-200.00</u>	
Subscriptions	\$ <u>-200.00</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-2,400.00</u>	\$ <u>1343</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,786.97</u>	\$ <u>4737</u>

STILLWATER BOARD OF EDUCATION	CFB-E1
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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: Rita Williams

Name of Activity Fund: Special Events Account No: 807

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
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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	RW

**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: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 807 Special Events

PURPOSE

To allow the faculty and staff to hold special events. This will include student and faculty contests, promote professional development for teachers and hold during school and after school celebrations.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Rita Williams

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>10,039.21</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>PALS</u>	\$ <u>5,000.00</u>	
<u>Donations</u>	\$ <u>200.00</u>	
<u>Soda Commissions</u>	\$ <u>115.00</u>	
<u>School Picture Commissions</u>	\$ <u>1,900.00</u>	
<u>Box Tops</u>	\$ <u>145.00</u>	
_____	\$ _____	
Total Revenues:	\$ <u>7,360.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>17,399.21</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Refreshments for meetings & staff appreciation</u>	\$ <u>-5,500.00</u>	
<u>Travel expenses and reimbursements</u>	\$ <u>-1,700.00</u>	
<u>Student Awards and Parties</u>	\$ <u>-500.00</u>	
<u>Subscriptions</u>	\$ <u>-1,200.00</u>	
<u>5th grade graduation</u>	\$ <u>-500.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,400.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>7,999.21</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rita Williams
 Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,397.00</u>	\$ <u>5,320</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
PALS	\$ <u>5,000.00</u>	
Donations	\$ <u>200.00</u>	
Soda Commissions	\$ <u>115.00</u>	
School Picture Commissions	\$ <u>1,900.00</u>	
Box Tops	\$ <u>145.00</u>	
	\$ _____	
Total Revenues:	\$ <u>7,360.00</u>	\$ <u>10,924</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>11,757.00</u>	\$ <u>16,244</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments for meetings & staff appreciation	\$ <u>-3,000.00</u>	
Travel expenses and reimbursement	\$ <u>-200.00</u>	
Student Awards & Parties	\$ <u>-200.00</u>	
Subscriptions	\$ <u>-150.00</u>	
5th grade graduation	\$ <u>-300.00</u>	
	\$ _____	
Total Expenditures:	\$ <u>-3,850.00</u>	\$ <u>6,205</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>7,907.00</u>	\$ <u>10,039</u>

PY-Actual

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: Abby Varnum

Name of Activity Fund: Thanks a Latta Account No: 820

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	<i>DW</i>
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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>AV</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>AV</i>

**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: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 820 Thanks a Latta

PURPOSE

To teach special ed students how to count money and make change.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Abby Varnum

SIGNATURE

Abby Varnum

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 820

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks A Latta Account No: 820

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>231.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Sales from customers - coffee cart	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>731.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Restock Snack & drink cart	\$ <u>-400.00</u>	
Classroom treats	\$ <u>-100.00</u>	
Classroom supplies	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>31.00</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Abby Varum

Name of Activity Fund: Thanks a Latta Account No: 820

	NEXT YEAR EST,	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>694.88</u>	\$ <u>231</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Sales from customers - coffee cart	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500.00</u>	\$ <u>1405</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,194.88</u>	\$ <u>1636</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Restock snack and drink cart	\$ <u>-400.00</u>	
Classroom treats	\$ <u>-100.00</u>	
Classroom supplies	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-700.00</u>	\$ <u>941</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>494.88</u>	\$ <u>695</u>

PY-actuals

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks a Latta Account No: 820

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

Coffee Cart

PURPOSE OF RAISING FUNDS:

To teach special ed students how to count money and make change. Profits to be used for classroom supplies and other expenses.

FUNDRAISER DATES: START 07/15/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 500.00 - EST. EXP. \$ 400.00 = EST. PROFIT \$ 100.00

Sponsor Signature: Abby Varnum

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Laura Gordon

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

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: Rita Williams

Name of Activity Fund: SPEF Grant Account No: 839

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	<i>RW</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>RW</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	n/a
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>RW</i>

**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: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 839 SPEF Grant

PURPOSE

To purchase goods and services as specified in the approved SPEF Grant application.

SOURCE(S) OF INCOME

SPEF Grant accounts are solely funded by SPEF grant awards.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Rita Williams

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,752.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grants (estimating one large)	\$ <u>5,000.00</u>	
SPEF Grants (estimating one small)	\$ <u>2,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>7,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>9,252.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Large Grant specific expenditures	\$ <u>-5,000.00</u>	
Small Grant specific expenditures	\$ <u>-4,000.00</u>	
Return of unused portion from prior years	\$ <u>-252.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,252.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

HP-839

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2022-2023

Sponsor Name: Debbie Schroeder

Name of Activity Fund: SPEF

Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0	\$ 9,228
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Grant donations from SPEF	\$ 5,000	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 5,000	\$ 11,424
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 5,000	\$ 20,652
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Teacher, Classroom items/supplies	\$ 4,900	
Subscriptions	\$ 100	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ 5,000	\$ 18,038
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0	\$ 2,614

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Audra Casson on behalf of SPEF

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,614.00</u>	\$ <u>2744</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grants (estimating one large grant)	\$ <u>5,000.00</u>	
SPEF Grants (estimating one small grant)	\$ <u>2,500.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>7,500.00</u>	\$ <u>16,369</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>10,114.00</u>	\$ <u>19,113</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Large Grant specific expenditures	\$ <u>-5,000.00</u>	
Small Grant specific expenditures	\$ <u>-5,000.00</u>	
Return of unused portion from prior year	\$ <u>-114.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-10,114.00</u>	\$ <u>17,361</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ <u>1752</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: Amy Francen

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:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>RF</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>RF</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	n/a
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>RF</i>

*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: 2024-2025 SITE: High School

ACCOUNT NAME: 876 Art

PURPOSE

To purchase art supplies beyond the standard classroom supplies. Promote art in different media. To purchase art class curriculum.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Amy Francen

SIGNATURE

[Handwritten signature of Amy Francen]

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

[Handwritten signature of Laura Gordon]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/9/24

ACCOUNT NUMBER: 876

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Amy Francen

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 10.02	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 100.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 110.02	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ -100.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -100.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 10.02	\$

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Amy Francen

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>10.00</u>	\$ <u>10.00</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>500.00</u>	
Donations	\$ <u>100.00</u>	
Yearbooks	\$ <u>180.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>780.00</u>	\$ <u>0</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>790.00</u>	\$ <u>10</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Deep Space Sparkle subscription	\$ <u>-299.00</u>	
Yearbooks	\$ <u>-190.00</u>	
Classroom Supplies	\$ <u>-200.00</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-679.00</u>	\$ <u>0</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>111.00</u>	\$ <u>10</u>

Inactive for 23-24

PV-actuals

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: Claire Gantzer

Name of Activity Fund: Running Club Account No: 937

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

*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: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 937 Running Club

PURPOSE

To promote physical education.

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

Claire Gantzer

SIGNATURE

Claire Gantzer

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 937

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Claire Gantzer
 Name of Activity Fund: Running Club Account No: 937

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>296.50</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
T-shirt prepayment	\$ <u>600.00</u>	
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>996.50</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
T-shirt purchases based on prepayments	\$ <u>-600.00</u>	
Competition Expenses	\$ <u>-100.00</u>	
Transportation	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>96.50</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Heather Mastin
 Name of Activity Fund: Running Club Account No: 937

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 476.00	\$ 475
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
T-shirt prepayment	\$ 600.00	
Donations	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 700.00	\$ 440
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,176.00	\$ 915
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
T-shirts purchase based on prepayments	\$ -600.00	
Competition Expenses	\$ -100.00	
Transportation	\$ -200.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -900.00	\$ 619
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 276.00	\$ 296

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: Susan WeaverName of Activity Fund: Science Club Account No: 938

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	<i>pw</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>pw</i>
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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>pw</i>

*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.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 938 Science Club

PURPOSE

To teach students about science and nature.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Susan Weaver

SIGNATURE

Susan Weaver

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 938

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Susan Weaver

Name of Activity Fund: Science Club Account No: 938

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3,748.79	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 100.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 3,848.79	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Guest Speakers	\$ -500.00	
Class Supplies	\$ -200.00	
Student snacks	\$ -200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -900.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,948.79	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Susan Weaver

Name of Activity Fund: Science Club Account No: 938

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,521.00</u>	\$ <u>3389</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>100.00</u>	\$ <u>360</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,621.00</u>	\$ <u>3749</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Guest Speakers	\$ <u>-500.00</u>	
Supplies	\$ <u>-200.00</u>	
Snacks	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-900.00</u>	\$ <u>0</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,721.00</u>	\$ <u>3749</u>

PL actual

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: KYLE FERGUSON

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

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

**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: 2024-2025 SITE: SMS

ACCOUNT NAME: 802 COURTESY/APPRECIATION FUND

PURPOSE

THIS ACCOUNT IS TO BE USED IN THE EVENT OF A LIFE EVENT TO SUPPORT FACILITY OR STAFF MEMBERS. THIS ACCOUNT CAN ALSO BE USED TO HELP FUND APPRECIATION LUNCHS, SNACK, OR EVENTS. GIFTS, FOOD, SUPPLIES, ETC.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

KYLE FERGUSON

SIGNATURE



PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>100.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>0.00</u>	
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>300.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
SUPPLIES	\$ <u>150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>150.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>450.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

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


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

MS

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: Quinn Baldwin

Name of Activity Fund: Library Account No: 803

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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KAF

*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: 8-22-24 SITE: MS

ACCOUNT NAME: LIBRARY

PURPOSE

To Buy Books/Supplies for Library

SOURCE(S) OF INCOME

BOAS Allocation / Lost Book Payments

PLANNED EXPENSES

Books

SPONSOR NAME

Quinn Brown

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karol Begg DATE: 12/20/24

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Quinn Baldwin

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>545</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Fines For Books</u>	\$ <u>400</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>400</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>945</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Books - Supplies</u>	\$ <u>400</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>400</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>545</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Quince Baldwin

Name of Activity Fund: Library Account No: 803

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

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

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: Kyle A. Ferguson

Name of Activity Fund: Guidance Account No: 804

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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KAF

**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: 2024-2025 SITE: Middle School

ACCOUNT NAME: 804 Guidance

PURPOSE

To be used for purchase of any guidance office needs and supplies. Provide snacks, refreshments, food when needed.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 804

BOARD OF EDUCATION APPROVAL DATE: _____

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: Kyle A. Ferguson

Name of Activity Fund: Facility Rental Account No: 806

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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KAF

**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: 2024-2025 SITE: Middle School

ACCOUNT NAME: 806 Facility Rental

PURPOSE

This account is used for purchasing school supplies, technology, furniture for the school, staff training, and travel expenses to trainings, lunches, food, refreshments, decorations, transportation.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,841.71</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Rent for use of Middle School Facilities	\$ <u>3,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5,341.71</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
School and Office Supplies	\$ <u>-500.00</u>	
_____	\$ _____	
Misc. Transportation	\$ <u>-50.00</u>	
_____	\$ _____	
Technology	\$ <u>-1,000.00</u>	
_____	\$ _____	
Furniture	\$ <u>-200.00</u>	
_____	\$ _____	
Training Expenditures	\$ <u>-1,000.00</u>	
_____	\$ _____	
Food, Refreshments, Decorations	\$ <u>-600.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-3,350.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,991.71</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Facility Rental Account No: 806

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

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


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

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: Kyle A. Ferguson

Name of Activity Fund: Special Events Account No: 807

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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**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: 2024-2025 SITE: Middle School

ACCOUNT NAME: 807 Special Events

PURPOSE

This account is to be used for all supplies in the building, transportation, decorations, food, refreshments, furniture, parties, gifts, special occasions, or events.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,597.35</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Soda Commissions	\$ <u>100.00</u>	
Picture Commissions	\$ <u>1,000.00</u>	
Field Trip Money Collected Up Front	\$ <u>100.00</u>	
Donations	\$ <u>200.00</u>	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>1,400.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,997.35</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
School Supplies	\$ <u>-750.00</u>	
Food Supplies	\$ <u>-250.00</u>	
Transportation	\$ <u>-400.00</u>	
SPED Field Trips	\$ <u>-50.00</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-1,450.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,547.35</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Special Events Account No: 807

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

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


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

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: Kyle A. Ferguson

Name of Activity Fund: SPEF Account No: 839

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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KAF

**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: 2024-2025 SITE: Middle School

ACCOUNT NAME: 839 SPEF

PURPOSE

TO PURCHASE TEACHER/CLASS ITEMS FROM FUNDS DONATED BY SPEF GRANT PROGRAM

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: SPEF Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Donations	\$ <u>5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
School Supplies	\$ <u>-5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
SPED Trips	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-5,000.00</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 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: SPEF Account No: 839

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

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


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

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: Kyle A. Ferguson

Name of Activity Fund: ART Account No: 904

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	KAF
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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KAF

**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: 2024-2025 **SITE:** Middle School

ACCOUNT NAME: 904 ART

PURPOSE

PURCHASE ITEMS FOR ART CLASSES, TO INCLUDE SUPPLIES, FOOD, SNACKS, ETC.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  **DATE:** 12/20/24

ACCOUNT NUMBER: 904

BOARD OF EDUCATION APPROVAL DATE: _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: ART Account No: 904

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

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


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

MS

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: Lean Dollar

Name of Activity Fund: Robotics Account No: 932

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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	LD

*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: 8/6/24

SITE: SMS

ACCOUNT NAME: SMS Robotics

PURPOSE To provide a competitive robotics team and create a place for students to grow in their STEM capabilities to get ready for the workforce.

SOURCE(S) OF INCOME

- student dues
- fundraisers

PLANNED EXPENSES

- robotic parts
- team shirts
- competition fees
- travel + lodging for state + worlds competition
- robotics competition equipment

SPONSOR NAME

Leah Dallar

SIGNATURE

Leah Dallar

PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE

Ryan Blake

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 8/20/24

ACCOUNT NUMBER: 932

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2000</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>student dues</u>	\$ <u>1000</u>	
<u>dance photos</u>	\$ <u>300</u>	
<u>Holiday grams</u>	\$ <u>400</u>	
<u>Hat day</u>	\$ <u>200</u>	
<u>Basketball concessions</u>	\$ <u>2000</u>	
<u>pancake breakfast</u>	\$ <u>300</u>	
<u>Robotics tournament</u>	\$ <u>3000</u>	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>8,300</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>robot parts</u>	\$ <u>2000</u>	
<u>competition fees</u>	\$ <u>2000</u>	
<u>travel + lodging</u>	\$ <u>2000</u>	
<u>tshirts</u>	\$ <u>500</u>	
<u>competition equipment</u>	\$ <u>1000</u>	
<u>technology</u>	\$ <u>500</u>	
Total Expenditures:	\$ <u>8000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>300</u>	\$ _____

world's finest chocolate - \$500

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

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

- 1. Hat Day - Aug. 1 - May 17th
- 2. Dance photos - Aug. 23 - May 30th
- 3. Holiday Grams - Oct. 1 - Feb 30th
- 4. Basketball concessions Oct. 1 - Mar. 30
- 5. Pancake Breakfast Dec. 1 - May 1
- 6. World's Finest chocolate - Sept. 1 - April 1
- 7. Robotics Tournaments Oct. 1 - April 1

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 9,000 - EST. EXP. 8000 = EST. PROFIT 1000

Sponsor Signature: Leah Dollar

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

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: S WEISER/O SMITH

Name of Activity Fund: SMS SINGERS Account No: #941

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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**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: 2024-2025 SITE: SMS

ACCOUNT NAME: #941 SMS SINGERS

PURPOSE

PERFORMING ARTS SUPPORT FOR SUCCESS.

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

S WEISER/O SMITH

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 12/20/24

ACCOUNT NUMBER: 941

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: S WEISER/O SMITH

Name of Activity Fund: SMS SINGERS Account No: #941

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>475.00</u>	
Donations	\$ <u>200.00</u>	
Dues from students	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>775.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>775.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Team Apparel	\$ <u>-375.00</u>	
Competition Expenses	\$ <u>-200.00</u>	
Fundraising Expenses	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-775.00</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 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: S WEISER/O SMITH

Name of Activity Fund: SMS SINGERS Account No: #941

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

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of student travel expenses for competitions.)

FUNDRAISER DATES: START 07/15/2024 END 4/30/25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 475.00 - EST. EXP. -\$ 200.00 = EST. PROFIT \$ 275.00


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

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: Quinn Sakelun

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:

PACKET CONTENTS:

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

**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: 8-22-24

SITE: MS

ACCOUNT NAME: STUDENT COUNCIL

PURPOSE

TO HELP TEACHERS AND PROMOTE A POSITIVE CLIMATE FOR STUDENTS

SOURCE(S) OF INCOME

DANCES

PLANNED EXPENSES

PLAYBOARDS EQUIPMENT, AUDIO VISUAL EQUIPMENT TEACHER SUPPLIES ETC

SPONSOR NAME

Quinn Baldwin
Josh Zimmerman

SIGNATURE



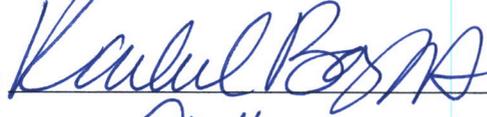
PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 946

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Quinn Brown / J. Zimmerman
 Name of Activity Fund: STUDENT COUNCIL Account No: 944

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u> </u>	\$ <u> </u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>FALL DANCE</u>	\$ <u>2500</u>	
<u>SPRING DANCE</u>	\$ <u>2500</u>	
	\$ <u> </u>	
Total Revenues:	\$ <u>5000</u>	\$ <u> </u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u> </u>	\$ <u> </u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>PLAYGROUND EQUIPMENT</u>	\$ <u>500</u>	
<u>AUDIO VISUAL</u>	\$ <u>1000</u>	
<u>SUBSCRIPTION (MUSIC)</u>	\$ <u>250</u>	
<u>TEACHER SUPPLIES</u>	\$ <u>3500</u>	
<u>SOFTWARE</u>	\$ <u>500</u>	
	\$ <u> </u>	
Total Expenditures:	\$ <u>2750</u>	\$ <u> </u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u> </u>	\$ <u> </u>

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Q Barlow / J Zimmerman

Name of Activity Fund: STUDENT COUNCIL Account No: _____

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

DAUCE (ADMISSION FEE, CONCESSION ITEMS)

PURPOSE OF RAISING FUNDS:

TO FUND STUDENT COUNCIL

FUNDRAISER DATES: START DEC 6 END DEC 6

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2000³⁵⁰⁰ - EST. EXP. 1000 = EST. PROFIT 2500

SPONSOR SIGNATURE [Handwritten 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

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: Matt Elliott / Leah Dollar

Name of Activity Fund: Technology Student Association Account No: 947

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

*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: 8/6/24

SITE: SMS

ACCOUNT NAME: SMS TSA

PURPOSE Technology Student Association pays for the chapter's dues, student projects, uniforms, and contest dues to be in TSA. This is a requirement of Career-tech.

SOURCE(S) OF INCOME
- student dues
- fundraisers

PLANNED EXPENSES
- uniforms - state conference
- chapter dues - national conference
- mini-conferences - student project supplies

SPONSOR NAME
Matt Elliott
Lean Dollar

SIGNATURE
Lean Dollar

PRINCIPAL/DIRECTOR
Ryan Blake

SIGNATURE
Ry R

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kalvin Brown*

DATE: 8/20/24

ACCOUNT NUMBER: 9417

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025

Sponsor Name: Math Elliott Leah Collier

Name of Activity Fund: SMS TSA

Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>500</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Student Dues</u>	\$ <u>500</u>	
<u>Dance photos</u>	\$ <u>300</u>	
<u>Holiday Grams</u>	\$ <u>400</u>	
<u>Hat pay</u>	\$ <u>700</u>	
<u>Basketball concessions</u>	\$ <u>2000</u>	
<u>pancake breakfast</u>	\$ <u>300</u>	
<u>wond's finest chocolate</u>	<u>300</u>	
Total Revenues:	\$ <u>1050</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5000</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>competition fees</u>	\$ <u>2000</u>	
<u>travel fees</u>	\$ <u>2000</u>	
<u>chapter dues</u>	\$ <u>500</u>	
<u>student supplies</u>	\$ <u>5000</u>	
<u>uniforms</u>	\$ <u>500</u>	
	\$ _____	
Total Expenditures:	\$ <u>5000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Matt Elliott Leah Dollan

Name of Activity Fund: SMS TSA Account No: 947

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

- 1. Hat Day - Aug. 1 - May 30th
2. Dance photos = Aug. 23 - May 30th
3. Holiday Grams - Oct. 1 - Feb 30th
4. Basketball concessions
5. Pancake Breakfast
6. World's Finest Chocolate - Sept. 1 - April 1

PURPOSE OF RAISING FUNDS:

Pay for student supplies, competition fees, travel + stay at state + Nationals

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 5000 - EST. EXP. 5000 = EST. PROFIT 0

Jean Dollan

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

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

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: S WEISER/O SMITH

Name of Activity Fund: VOCAL MUSIC Account No: #949

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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>Kate</i>

**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: 2024-2025 SITE: SMS

ACCOUNT NAME: #949 VOCAL MUSIC

PURPOSE

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

S WEISER/O SMITH

SIGNATURE



PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 949

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: S WEISER/O SMITH

Name of Activity Fund: VOCAL MUSIC Account No: #949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>475.00</u>	
Donations	\$ <u>200.00</u>	
Dues from students	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>775.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>775.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Team Apparel	\$ <u>-375.00</u>	
Competition Expenses	\$ <u>-200.00</u>	
Fundraising Expenses	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-775.00</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 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: S WEISER/O SMITH

Name of Activity Fund: VOCAL MUSIC Account No: #949

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

N/A

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of student travel expenses for competitions.)

FUNDRAISER DATES: START *N/A* ~~07/15/2023~~ END *N/A* ~~12/15/2023~~

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. ~~\$475.00~~ - EST. EXP. ~~\$200.00~~ = EST. PROFIT ~~\$275.00~~


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

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: JENNIFER DAFFERN

Name of Activity Fund: YEARBOOK Account No: 951

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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KAF

**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: 2024-2025 **SITE:** Middle School

ACCOUNT NAME: 951 YEARBOOK

PURPOSE

TO BE USED FOR YEARBOOKS AND SUPPLIES NEEDED TO COMPLETE YEARBOOK STAFF AND STUDENTS.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

JENNIFER DAFFERN

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  **DATE:** 12/20/24

ACCOUNT NUMBER: 951

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: JENNIFER DAFFERN

Name of Activity Fund: YEARBOOK Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>7,800.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
FUNDRAISING	\$ <u>3,200.00</u>	
YEARBOOK PURCHASES	\$ <u>3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>6,200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>14,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
SUPPLIES	\$ <u>-800.00</u>	
TRAVEL	\$ <u>-800.00</u>	
TECH	\$ <u>-1,000.00</u>	
COST OF YEARBOOKS	\$ <u>-5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-7,600.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>6,400.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: JENNIFER DAFFERN

Name of Activity Fund: YEARBOOK Account No: 951

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

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


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

STILLWATER BOARD OF EDUCATION	CFB-E1
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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: Susan Ammons
~~Garissa Wilkinson~~

Name of Activity Fund: Courtesy Fund Account No: 802

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

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	SA

*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.

Emailed to Rachel 12/3/24

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: SJHS

ACCOUNT NAME: 802 Courtesy Fund

PURPOSE

The purpose of this activity fund is to help provide flowers, refreshments, decorations, and other items for employee celebrations and bereavement. Funded by SJHS employees

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Susan Ammons

PRINCIPAL/DIRECTOR

Doug Stafford

SIGNATURE

Susan Ammons

SIGNATURE

Doug Stafford

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/20/24

ACCOUNT NUMBER: [Signature]

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Carissa Wilkinson

Name of Activity Fund: Courtesy Fund Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>72.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>272.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers, plants, parties, cards, congratulation gifts, etc.	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-200.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>72.00</u>	\$ _____

JH - 802

STILWATER BOARD OF EDUCATION

CFB/EI

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Suzanne Birdwell

Name of Activity Fund: Courtesy Fund Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>377.44</u>	\$ <u>287</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ <u>569</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>577.44</u>	\$ <u>856</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers, plants, parties, cards, congratulation gifts, etc.	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-200.00</u>	\$ <u>784</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>377.44</u>	\$ <u>72</u>

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

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: Annette Turley

Name of Activity Fund: Ops Super - Special Events Funds Account No: 807

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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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	A.T.

**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: 2024-2025 SITE: Admin

ACCOUNT NAME: 807 Ops Super - Special Events Funds

PURPOSE

Provide refreshments/meals for board meetings, staff, and functions. Awards/gifts for staff as necessary. Provide any funding needed for operations the Superintendent deems necessary.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Annette Turley

SIGNATURE



PRINCIPAL/DIRECTOR

Bo Gamble

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/3/24

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Annette Turley
 Name of Activity Fund: Ops Super - Special Events Funds Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>8,439.59</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Rebates	\$ <u>5,000.00</u>	
Donations	\$ <u>1,000.00</u>	
_____	\$ <u>0.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>6,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>14,439.59</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Food/Awards	\$ <u>-4,000.00</u>	
Misc Expenses	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-5,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>9,439.59</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Annette Turley

Name of Activity Fund: Ops Super - Special Events Funds Account No: 807

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

N/A

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of student travel expenses for competitions.) No fundraising, funds come from rebates finance receives and donations received in the district

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

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

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

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: Tawni Hooten

Name of Activity Fund: Superintendents Activity Fund Account No: 838

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

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
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ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	JH
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	NA
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.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Superintendent High School

ACCOUNT NAME: 838 Superintendents Activity Fund

PURPOSE

Provide refreshments/meals for board meetings, staff, and functions. Awards/gifts for staff as necessary. Provide any funding needed for operations the Superintendent deems necessary.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Tawni Hooten

SIGNATURE

Tawni Hooten

PRINCIPAL/DIRECTOR

Dr. Janet Vinson

SIGNATURE

Dr. Janet Vinson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 6/3/24

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Tawni Hooten
 Name of Activity Fund: Superintendents Activity Fund Account No: 838

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,924.98</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Rebates	\$ <u>15,000.00</u>	
Donations	\$ <u>5,000.00</u>	
	\$ <u>0.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>20,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>23,924.98</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Food/Awards	\$ <u>-5,000.00</u>	
Misc Expenses	\$ <u>-5,000.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-10,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>13,924.98</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Tawni Hooten

Name of Activity Fund: Superintendents Activity Fund Account No: 838

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

N/A

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of student travel expenses for competitions.) No fundraising, funds come from rebates finance receives and donations received in the district

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

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

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

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: Natalie Brown

Name of Activity Fund: Family Support Services

Account No: ~~818~~ 859
DM

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
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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.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 12/2/2024

SITE: District Wide

ACCOUNT NAME: Family Support Services

PURPOSE

Provide students throughout the district that are in need the educational and personal support they need to focus on their academic growth.

SOURCE(S) OF INCOME

Donations and grants

PLANNED EXPENSES

School Break Food Bags, Holiday Baskets, Clothing, Shoes, Personal Care Items, etc.

SPONSOR NAME

Natalie Brown

SIGNATURE

Natalie Brown

PRINCIPAL/DIRECTOR

Elizabeth McBee

SIGNATURE

Elizabeth McBee

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kevin Brown*

DATE: 12/20/24

ACCOUNT NUMBER: 859

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024 - 2025 Sponsor Name: Natalie Brown

Name of Activity Fund: Family Support Services Account No: 859

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>7,805.96</u>	\$ <u>7,805.96</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>1,000</u>	
<u>Kicking Child Hunger Grant</u>	\$ <u>5,000</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>6,000</u>	\$ <u>5,500</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>10,663.55</u>	\$ <u>13305.96</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>School Break Bags</u>	\$ <u>5,174.14</u>	
<u>Beds & Bedding</u>	\$ <u>4,870.00</u>	
<u>Bikes</u>	\$ <u>354.37</u>	
<u>Utilities</u>	\$ <u>219.18</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>10,617.69</u>	\$ <u>10,033.69</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>45.86</u>	\$ <u>3,272.27</u>

FUNDRAISER REQUEST

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

Reporting School Year: 2024 - 2025 Sponsor Name: Natalie Brown

Name of Activity Fund: Family Support Services Account No: 859

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

SPS clothing to be sold through an online store

PURPOSE OF RAISING FUNDS:

To further support our students in need

FUNDRAISER DATES: START 2/1/2025 END 2/28/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$5,000 - EST. EXP. \$4,000 = EST. PROFIT \$1,000

[Signature] SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

[Signature] 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

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 24-25 Sponsor Name: Onalee Santos

Name of Activity Fund: WILL ROGERS - SPEF Account No: 839

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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**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: 12-5-24

SITE: WILL ROGERS

ACCOUNT NAME: WILL ROGERS - SPEF

839

PURPOSE

To fulfill grant orders approved for teachers.

SOURCE(S) OF INCOME

SPEF grants

PLANNED EXPENSES

Items for the classroom, supplies, books, items for students.

SPONSOR NAME

Dnalee Santos

SIGNATURE

Dnalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 12/20/24

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Onalee Santos

Name of Activity Fund: WILL ROGERS - SPEF Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>112.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>SPEF Grants</u>	\$ <u>7,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>7,112.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Grant Fulfillment (student items)</u>	\$ <u>7,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>7,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>112.00</u>	\$ _____

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-25 Sponsor Name: Shelli Myers

Name of Activity Fund: SPEF Grant Account No: 839

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

**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: 2024-25 SITE: Westwood

ACCOUNT NAME: SPEF Grant

PURPOSE

To purchase goods and services as specified in the approved SPEF Grant application.

SOURCE(S) OF INCOME

SPEF Grant accounts are solely funded by SPEF grant awards.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-25 school year.

SPONSOR NAME

Shelli Myers on behalf of SPEF

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/18/24

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Shelli Myers on behalf of SPEF.
 Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>SPEF Grant (Estimating one large grant)</u>	<u>\$ 5,000</u>	
<u>SPEF Grant (Estimating one small grant)</u>	<u>\$ 2,500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	<u>\$ 7,500</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	<u>\$ 7,500</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Large Grant Specific Expenditures</u>	<u>\$ -5,000</u>	
<u>Small Grant Specific Expenditures</u>	<u>\$ -2,500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	<u>\$ -7,500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	<u>\$ 0.00</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-25 Sponsor Name: Shelli Myers on behalf
OF SPEF
 Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Grant Donations from SPEF</u>	\$ <u>5,000</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5,000</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Teacher Classroom Supplies</u>	\$ <u>4,900</u>	
<u>Subscriptions</u>	\$ <u>100</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>5,000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0</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: Tracy Sodowsky

Name of Activity Fund: Concessions Account No: 971

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	<i>TS</i>
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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	NA
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.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School Athletics
ACCOUNT NAME: 971 Concessions

PURPOSE

To help with identified items needed by the Athletic Department to compete.

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

Tracy Sodowsky

SIGNATURE

[Handwritten signature of Tracy Sodowsky]

PRINCIPAL/DIRECTOR

Brian Warwick

SIGNATURE

[Handwritten signature of Brian Warwick]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/16/24

ACCOUNT NUMBER: 971

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Tracy Sodowsky

Name of Activity Fund: Concessions Account No: 971

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 44,516.71 <u>45,485.74</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Concessions	\$ 40,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 40,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 84,516.71 <u>85,485.74</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Product	\$ -18,700.00	
Game Day Labor	\$ -7,800.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -26,500.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 58,016.71 <u>58,985.74</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: Tracy Sodowsky

Name of Activity Fund: State Playoff Account No: 972

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:

Funding for this account is generated by the OSSAA. When our athletic teams make the state playoffs the Athletic Department is reimbursed for mileage for making playoff games. There will be a carryover each year for this account.

PACKET CONTENTS:

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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.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School Athletics

ACCOUNT NAME: 972 State Playoff

PURPOSE

The balance in this account is to help with hotel rooms during state tournaments.

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

Tracy Sodowsky

SIGNATURE

[Handwritten signature: Tracy Sodowsky]

PRINCIPAL/DIRECTOR

Brian Warwick

SIGNATURE

[Handwritten signature: Brian Warwick]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/10/24

ACCOUNT NUMBER: 972

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Tracy Sodowsky

Name of Activity Fund: State Playoff Account No: 972

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 23,400.50 19,723.85	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Playoff Appearance Travel Reimbursement	\$ 5,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 5,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 20,400.50 24,723.85	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Hotel Rooms	\$ -6,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -6,000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 20,400.50 18,723.85	\$ _____

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: Chad Cawood

Name of Activity Fund: Football Account No: 978

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	CB
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	CB
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	DA
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.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School Athletics
ACCOUNT NAME: 978 Football

PURPOSE

To provide additional equipment, Team Shirts, and other items as identified by the head football coach.

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

SIGNATURE

Chad Cawood

PRINCIPAL/DIRECTOR

SIGNATURE

Brian Warwick

[Handwritten signature of Brian Warwick]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 5/30/24

ACCOUNT NUMBER: [Handwritten signature] 12/10/24

978

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Chad Cawood

Name of Activity Fund: Football Account No: 978

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 NEXT YEAR EST. ACTUALS*
\$ 5,612.23
-12,682.23 \$

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

Donations \$ 1,500.00
Total Revenues: \$ 1,500.00

3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 7,112.23
-14,482.23 \$

4. EXPENDITURES AND ESTIMATED AMOUNTS:

Team Apparel \$ -375.00
Equipment \$ -5,000.00
Total Expenditures: \$ -5,375.00

5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 1,737.23

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: Carolyn Walstad

Name of Activity Fund: Pioneer Playday Account No: 995

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:

The balance in this account is to help fund a new Coordinator of Athletic Performance position. This position will benefit all athletes grades 7-12.

New account for 2023-2024. Paying for new strength Performance Coach

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>CS</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>CS</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>CS</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>—</i>

**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: 2024-2025 SITE: High School Athletics

ACCOUNT NAME: 995 Pioneer Playday

PURPOSE

To help fund a new Coordinator of Athletic Performance position and purchase strength and conditioning of equipment for all athletes grade 7-12.

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

Carolyn Walstad

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Brian Warwick

SIGNATURE

[Handwritten signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/16/24

ACCOUNT NUMBER: 995

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Carolyn Walstad

Name of Activity Fund: Pioneer Playday Account No: 995

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>138,928.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 95,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 95,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>233,928.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Coordinator of Athletic Performance Position	\$ -65,000.00	
Equipment	\$ -25,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -90,000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>143,928.00</u>	\$ _____

164,728
138,928.00

259,728.00
233,928.00

169,728.00

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Carolyn Walstad

Name of Activity Fund: Pioneer Playday Account No: 995

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

Pioneer Playday Golf / Silent Auction

PURPOSE OF RAISING FUNDS:

Cover Coordinator of Athletic Performance position and to purchase equipment

FUNDRAISER DATES: START 07/15/2024 END 12/15/2024

ACOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 95,000.00 - EST. EXP. -\$ 75.00 = EST. PROFIT \$ 94,925.00

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