

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2025-2026

Sponsor Name: Vicki Jameson

Name of Activity Fund: Special Events - 0001

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

*\*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: April 25, 2025

SITE: Transportation

ACCOUNT NAME: 807 Special Events

PURPOSE

To purchase uniforms for Bus Drivers, Food and Drinks for inservice training and monthly safety meetings, employee appreciation/retirement celebrations.

SOURCE(S) OF INCOME

PLANNED EXPENSES

All listed BOE approved expenditures for the 2025-2026 school year.

SPONSOR NAME

Vicki Jameson

SIGNATURE

*Vicki Jameson*

PRINCIPAL/DIRECTOR

Matthew Parsel

SIGNATURE

*Matthew Parsel*

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:

*Kathleen Koppa*

DATE:

*5/16/25*

ACCOUNT NUMBER:

*807*

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026

Sponsor Name: Vicki Jameson

Name of Activity Fund: Special Events -0001

Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>12,902.56</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
• <u>DONATIONS</u>	\$ <u>?</u>	
• <u>REIMBURSEMENTS FROM SITES ?</u>	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>00.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>12,902.56</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Bus Driver Uniforms</u>	\$ <u>2,500.00</u>	
<u>Food and Drinks for gatherings/meetings</u>	\$ <u>3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>5,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>7,402.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026

Sponsor Name: Vicki Jameson

Name of Activity Fund: Special Events - 0001

Account No: 807

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 7/1/2025

END 6/30/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 0

- EST. EXP. 0

= EST. PROFIT 0

Vicki Jameson
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