

MEMO

To: The Board of Education
From: Anita Miller, School Activity Fund Clerk *AM*
Date: June 28, 2021
Subject: New School Activity Fund Account

I am requesting the addition of a new School Activity Fund Account at the District Office. The new account will be as follows:

Community Partnership #933

The addition of this account will allow the group to raise and deposit funds into the account to help offset various expenditures throughout the year for Career Development and explorations.

RECOMMENDATION: That the Board approves the request as presented.

**Request to Set-Up or Revise
An Activity Account**

(This form must be submitted and approved by the Finance Department before it is put on the Board Agenda.)

Date: May 28, 2021
From: _____
Name of New Account: Community Partnership
Purpose of Account: ~~ICAP~~

This account will be used to house donations from the community, ICAP purposes: Senior Conference expenses.

Person Responsible for Account:

Michelle Wallace District Office 214-7122
(Name) (Address/Site) (Phone #/Ext.)

Michelle Wallace Career Development & Community Partnership Advisor
(Signature) (Title)

Principal/Administrator for Account:

[Signature] Co _____
(Signature) (Site) (Phone #/Ext.)

Finance Department:

[Signature] RBZ 5-28-21
(Signature) (Date)

ACTIVITY OFFICE USE ONLY - DO NOT WRITE BELOW

Date approved by Board: _____

Name of Account: Community Partnership

Project Number: 933