RECONCILIATION WORKSHEET FOR ACTIVITY FUND REVENUE/EXPENDITURE (PROFIT/LOSS)

Fiscal Year:

SCHOOL SITE:

ACTIVITY FUND ACCOUNT NAME AND PROJECT:

PROGRAM (include with 893 Club Accounts only):

DATE:

Form completed on March 03,2021

REVENUE SOURCES				
Est. Date or Season	Deposit Type		Est. Amount	
2020-2021	T-SHIRT SALES	\$	200.00	
2020-2021	ART SUPPLY SALES	\$	100.00	
2020-2021	STUDENT ART SALES	\$	2,000.00	
2020-2021	ART CAMP	\$	2,500.00	
2020-2021	DONATIONS	\$	100.00	
2020-2021	DUES, CONTEST FEES, AND MEMBERSHIP FEES	\$	1,200.00	
2020-2021	RESTAURANT PROFIT SHARING	\$	200.00	
2020-2021	ART FIELD TRIP	\$	200.00	
2020-2021	PURPLE GLAZE OR NO-PINOT PALETTE EVENT	\$	200.00	
	Go to Page 2 if more rows/cells are needed			
	TOTAL FROM PAGE #2	\$	-	
Total Revenue		\$	6,700.00	

 Beginning Fund Balance
 \$
 3,195.81
 (A1)From Report**

 Revenue
 \$
 6,700.00
 (A2)

 Expenditures
 \$
 9,895.81
 (B1)

 Ending Fund Balance =

 (B2) (A1+A2-B1=B2)

720-BA Senior High School

811-ART

July 1, 2020 - June 30, 2021

EXPENSES				
Est. Date or Season	Expense	Est	. Amount	
2020-2021	co-curricular art supplies, small equipment	\$	6,000.00	
2020-2021	co-curriculat copy supplies and paper	\$	400.00	
2020-2021	Films, videos, audio tapes, and audiovisual supplies	\$	250.00	
2020-2021	Kitchen products and supplies (paper plates, cups, etc.)	\$	150.00	
2020-2021	General supplies <\$5,000 non-durable (pencils, pens, etc.)	\$	400.00	
2020-2021	Books, magazine, subscriptions, periodicals, and/or newspapers	\$	400.00	
2020-2021	Furniture & Fixtures, small <\$5,000	\$	400.00	
2020-2021	Technology related supplies, small equipment, & software	\$	100.00	
2020-2021	Substitutes/Labor Costs	\$	300.00	
2020-2021	Awards, gifts, decorations, regalia, and refreshments	\$	100.00	
2020-2021	Transportation Expenses	\$	395.81	
2020-2021	Dues, Membership Fees, and Contest Fees	\$	1,000.00	
	TOTAL FROM PAGE #2	\$	-	
Total Expenses			9,895.81	

** Run this report in iAccounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

Dr. Richard Dale (Email approval attached)	3/3/2021
Sponsor Signs Here	Date
Crystal Barber (Email approval attached)	3/3/2021
Activity Fund Custodian Signature	Date

REVISED

Otto, Kelle E

From:	Dale, Richard
Sent:	Wednesday, March 3, 2021 8:19 AM
То:	Brown, Damesha L; Barber, Crystal E
Cc:	Otto, Kelle E
Subject:	RE: FR Approval Adjustment forms-3/3/21

Yes, I approve of the changes made.

Dr. Richard Dale

From: Brown, Damesha L
Sent: Wednesday, March 3, 2021 8:14 AM
To: Dale, Richard <rdale@baschools.org>; Barber, Crystal E <cbarber@baschools.org>
Cc: Otto, Kelle E <kotto@baschools.org>
Subject: FR Approval Adjustment forms-3/3/21
Importance: High

Good Morning,

I had to make an revision to the Activity form attached above for Project 811 Art to follow Activity guidelines. Can you and Dr. Dale please approve the revisions by e-mail by 9 am this morning. This will ensure that it will be on the board agenda for March.

Thank you for your help.

Mesha Brown

Broken Arrow Hiigh Finance Office <u>dlbrown@baschools.org</u> Approved – sorry I'm just seeing this. Am I too late?

Remember the Mission,

Crystal Barber, M.Ed

Principal Broken Arrow High School 1901 E. Albany Broken Arrow, OK 74012 Office: (918) 259-4701 *No significant learning happens without a significant relationship. Dr. James Corner*

From: Otto, Kelle E
Sent: Wednesday, March 3, 2021 9:42 AM
To: Barber, Crystal E <cbarber@baschools.org>
Subject: Project 811 Budget Guidelines Approval
Importance: High

Good morning!

Would you be able to send email approval for Project 811 by 10am this morning? I apologize for the quick turnaround time. They were hoping to have it at the March BOE meeting.

Thank you!

Kelle Otto Budget/Treasury Analyst & Assistant Treasurer Broken Arrow Public Schools 918-259-5729

From: Brown, Damesha L
Sent: Wednesday, March 3, 2021 8:14 AM
To: Dale, Richard <<u>rdale@baschools.org</u>>; Barber, Crystal E <<u>cbarber@baschools.org</u>>
Cc: Otto, Kelle E <<u>kotto@baschools.org</u>>
Subject: FR Approval Adjustment forms-3/3/21
Importance: High

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