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

# SCHOOL SITE:

## ACTIVITY FUND ACCOUNT NAME AND PROJECT:

#### PROGRAM (include with 893 Club Accounts only):

DATE:

Form completed on April 07,2021

| REVENUE SOURCES     |   |    |             |  |
|---------------------|---|----|-------------|--|
| Est. Date or Season | Deposit Type<br>Ticket Sales, Admission &/or Registration Costs for various Junior Class                                      |    | Est. Amount |  |
| 2020-2021           | Ticket Sales, Admission &/or Registration Costs for various Junior Class<br>sponsored events (i.e. Prom, Junior Events, etc.) | \$ | 65,000.00   |  |
| 2020-2021           | T-Shirt & Clothing Sales  | \$ | 2,000.00    |  |
| 2020-2021           | Restaurant Profit Sharing (spirit nights, etc.)   | \$ | 1,000.00    |  |
| 2020-2021           | Concession, Snack, and candy Sales  | \$ | 2,000.00    |  |
| 2020-2021           | Movie Night   | \$ | 1,000.00    |  |
| 2020-2021           | Junior Class Event  | \$ | 1,500.00    |  |
| 2020-2021           | Grants/Donations  | \$ | 1,000.00    |  |
|                     |   |    |             |  |
|                     |   |    |             |  |
|                     |   |    |             |  |
|                     | Go to Page 2 if more rows/cells are needed  |    |             |  |
|                     | TOTAL FROM PAGE #2  |    | -           |  |
|                     | Total Revenue   | \$ | 73,500.00   |  |

720-BA Senior High School

874-JUNIOR CLASS

Fiscal Year:

July 1, 2020 - June 30, 2021

| EXPENSES            |  |             |            |  |
|---------------------|--|-------------|------------|--|
| Est. Date or Season | Expense  | Est. Amount |            |  |
| 2020-2021           | Co-curricular materials, small equipment (i.e. t-shirts, etc.) | \$          | 2,500.00   |  |
| 2020-2021           | Co-curricular copy supplies and paper                          | \$          | 2,500.00   |  |
| 2020-2021           | Awards, gifts, decorations, regalia, and refreshments          | \$          | 62,000.00  |  |
| 2020-2021           | Kitchen products and supplies (paper plates, cups, etc.)       | \$          | 2,000.00   |  |
| 2020-2021           | General supplies <\$5,000 non-durable (pencils, pens, etc.)    | \$          | 1,500.00   |  |
| 2020-2021           | Contracted services (such as DJ, photobooth, dance supplies)   | \$          | 50,000.00  |  |
| 2020-2021           | Concession, snacks and candy                                   | \$          | 7,000.00   |  |
| 2020-2021           | Substitues/Labor Costs   | \$          | 700.00     |  |
| 2020-2021           | Transportation Expenses  | \$          | 700.00     |  |
| 2020-2021           | Reimbursements/Refunds   | \$          | 2,000.00   |  |
| 2020-2021           | Officials/Security/Other Personnel                             | \$          | 3,000.00   |  |
| 2020-2021           | Printing   | \$          | 2,500.00   |  |
| 2020-2021           | Team/dub Activity Operating Expenses                           | \$          | 3,662.73   |  |
| 2020-2021           | Fundraising Expenses   | \$          | 1,500.00   |  |
| 2020-2021           | Payroll; Employee Pay & Benefits                               | \$          | 1,000.00   |  |
| 2020-2021           | Rentals; Other Professional Services                           | \$          | 100.00     |  |
|                     |  |             |            |  |
|                     | TOTAL FROM PAGE #2   | \$          | -          |  |
|                     | Total Expenses   | \$          | 142,662.73 |  |

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

| Christian Welborn (Email approval attached) | 4/7/2021 |
|---|----------|
| Sponsor Signs Here                          | Date     |
| Crystal Barber (Email approval attached)    | 4/7/2021 |
| Activity Fund Custodian Signature           | Date     |

| Beginning Fund Balance              | \$<br>69,162.73  | (A1)From Report**  |
|-------------------------------------|------------------|--------------------|
| Revenue                             | \$<br>73,500.00  | (A2)               |
| Expenditures                        | \$<br>142,662.73 | (B1)               |
| Ending Fund Balance =<br>Net Profit | \$<br>(0.00)     | (B2) (A1+A2-B1=B2) |
|                                     |                  |                    |
|                                     |                  |                    |

**REVISED** 

Christian Welborn Director of Student Life and Activities Broken Arrow Public Schools

Begin forwarded message:

From: "Barber, Crystal E" <cbarber@baschools.org> Date: April 7, 2021 at 3:19:44 PM CDT To: "Welborn, Christian D" <cwelborn@baschools.org> Subject: RE: RQ 136863

I approve of these changes.

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: Welborn, Christian D

Sent: Wednesday, April 7, 2021 3:14 PM To: Barber, Crystal E <cbarber@baschools.org> Subject: Fwd: RQ 136863

Can you send me an email that you approve these changes?

Christian Welborn Director of Student Life and Activities Broken Arrow Public Schools

Begin forwarded message:

From: "Welborn, Christian D" <<u>cwelborn@baschools.org</u>>

Date: April 5, 2021 at 8:00:00 AM CDT To: "Perry, Chuck R" <<u>cperry@baschools.org</u>> Subject: FW: RQ 136863

Good morning,

Here's an example of the nit picking type of behavior we tend to see from finance. They are telling us rentals isn't on our budget guidelines, but we DID put contracted services and listed in parenthesis "such as DJ, photobooth.." Luckily this time, we have a board meeting on Monday, so it would be a non-issue, but I'm frustrated that they aren't considering this as a contracted service. Can you use this as an example for Natalie? If this continues and timing isn't in our favor, I'm afraid we're going to be denied services for some of these massive events.

Christian Welborn Director of Student Life and Activities Broken Arrow Public Schools O: 918-259-8571 cwelborn@baschools.org

From: Harger, Carolyn
Sent: Monday, April 5, 2021 7:51 AM
To: Welborn, Christian D <<u>cwelborn@baschools.org</u>>
Subject: FW: RQ 136863

From: Otto, Kelle E
Sent: Friday, April 2, 2021 11:04 AM
To: Harger, Carolyn <<u>charger@baschools.org</u>>
Subject: RQ 136863

Hi Carolyn,

I was reviewing RQ 136863 and noticed "Rentals" was not included on the Budget Guidelines. I typed this in Excel and attached it along with the current Project 874 Budget Guidelines. Please make sure I didn't leave anything off, get the approvals/signatures (email approvals are fine too), and send back to me before noon on Tuesday, 4/6/21. I'll hold the RQ until we have it Board approved.

Also, did you send a contract for this RQ? I just wanted to make sure it was submitted.

I really appreciate you working on this! If you have any questions, please let me know.

Thank you!

Kelle Otto

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

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

**REVISED** 

# ACTIVITY FUND ACCOUNT NAME AND PROJECT:

#### PROGRAM (include with 893 Club Accounts only):

DATE: 100

SITE:

Form completed on March 26,2021

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| Est. Date or Season | Deposit Type                               | Es       | t. Amount   |
|---------------------|--|----------|-------------|
| FALL                | Allied Motion Donation                     | -        | \$1,000.00  |
| FALL                | Fall Student Dues                          | \$       | 1,500.00    |
| SPRING              | Waste Management                           | \$       | 1,000.00    |
| FALL                | AEP Grant                                  | \$       | 1,000.00    |
| FALL                | Wal-Mart                                   | \$       | 3,000.00    |
| SPRING              | Boeing Grant                               | \$       | 3,000.00    |
| FALL                | First Robotics Regrant                     | \$       | 4,000.00    |
| SPRING              | Department of Defense                      | \$       | 2,500.00    |
| SPRING              | Spring Student Dues                        | \$       | 1,000.00    |
| SPRING              | Shirt Sales                                | \$       | 400.00      |
| FALL                | Mentor Donations                           | \$       | 400.00      |
|                     |  |          |             |
|                     | Go to Page 2 if more rows/cells are needed |          |             |
|                     | TOTAL FROM PAGE #2                         | \$<br>\$ | - 18,800.00 |

| Beginning Fund Balance \$ 6,759.00   | (A1)From Report**  |
|--|--------------------|
| Revenue \$ 18,800.00   | (A2)               |
| Burpenditures \$ 25,559.00   | (B1)               |
| Ending Pund Balanee =<br>Net Profit  | (B2) (A1+A2-B1=B2) |
|  |                    |
| and a second |                    |

720-BA Senior High School

# 877-ROBOTICS

Fiscal Year:

July 1, 2020 - June 30, 2021

| Ser                | EXPENSES                                   |          | 15-         |  |
|--------------------|--|----------|-------------|--|
| st. Date or Season | A A A A A A A A A A A A A A A A A A A      |          | Est. Amount |  |
| SPRING             | Robotics competitions                      | \$       | 13,000.00   |  |
| SPRING             | Hotel                                      | \$       | 6,000.00    |  |
| SPRING             | Meals                                      | \$       | 2,400.00    |  |
| SPRING             | Activity Bus                               | \$       | 1,500.00    |  |
| SPRING             | Shirts                                     | \$       | 400.00      |  |
| SPRING             | Robot Parts                                | \$       | 500.00      |  |
| 2020-2021          | Wal-Mart                                   | \$       | 500.00      |  |
| 2020-2021          | Substitutes                                | \$       | 759.00      |  |
| 2020-2021          | Awards, Refreshments, Décor, Regalia       |          | \$500.00    |  |
|                    |  |          | ŗ.          |  |
|                    | Go to Page 2 if more rows/cells are needed |          |             |  |
|                    | TOTAL FROM PAGE #2                         | \$<br>\$ | 25,559.00   |  |

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

3-29-21 Date 2-29-2

Activity Fund Custodian Signature

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

Fiscal Year:

REVISED

#### **SCHOOL SITE:**

DATE:

## **ACTIVITY FUND ACCOUNT NAME AND PROJECT:**

## PROGRAM (include with 893 Club Accounts only):

906-PSAT/SAT

Form completed on March 29,2021

| REVENUE SOURCES                             |  |      | a setting en en er<br>Segn de Meree je  |
|---|--|------|---|
|   | Deposit.Type                               |      |   |
| Est. Date or Season                         | Deposit Type                               | Est. | Amount                                  |
| 2020-2021                                   | Student Registration for Exams             |      | \$4,000.00                              |
|   |  |      |   |
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|   |  |      |   |
|   | Go to Page 2 if more rows/cells are needed |      |   |
|   | TOTAL FROM PAGE #2                         | \$   |   |
|   | Total Revenue                              | \$   | 4,000.00                                |

| 720-BA | Senior | High | School |  |
|--------|--------|------|--------|--|
|        |        |      |        |  |

July 1, 2020 - June 30, 2021

| EXPENSES            |  |     |          |
|---------------------|--|-----|----------|
| Est: Date or Season | Expense  | Est | Amount   |
| 2020-2021           | Reimbursements to district for workshop stipends   | \$  | 1,500.00 |
| 2020-2021           | Refunds  | \$  | 200.00   |
| 2020-2021           | Supplies (pencil, pens, paper, plates, cups, etc.) | \$  | 500.00   |
| 2020-2021           | Testing Fees                                       | \$  | 2,000.00 |
| 2020-2021           | Refreshments                                       | \$  | 103.32   |
| 2020-2021           | Testing Booklets                                   | \$  | 1,500.00 |
| 2020-2021           | Test Fees for Free & Reduced Program               | \$  | 500.00   |
| 2020-2021           | Tshirts  | \$  | 1,000.00 |
|                     |  |     |          |
|                     |  |     |          |
|                     |  |     |          |
|                     |  |     |          |
| 2                   |  | ,   |          |
|                     |  |     |          |
|                     |  |     |          |
|                     | Go to Page 2 if more rows/cells are needed         |     |          |
|                     | TOTAL FROM PAGE #2                                 | \$  |          |
|                     | Total Expenses                                     | \$  | 7,303.32 |
|                     |  |     |          |

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

3-27-01 Date

**Activity Fund Custodian Signature** 

Beginning Fund Balance \$ 3,303.32 (A1) From Report\*\* Ś 4,000.00 (A2) Revenue 7,303.32 (B1) Expenditures S Ending Fund Balance = Net Profit (B2) (A1+AZ-B1=B2) . The second second