

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

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## **SCHOOL SITE:**

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

PROGRAM (include with 893 Club Accounts only):

015-Admin_Activity Account
931-TEACHER OF THE YEAR

DATE: Form completed on February 23,2021 **REVENUE SOURCES** Est. Date or Season Est. Amount **Deposit Type** 2020-2021 Donations 63,000.00 Go to Page 2 if more rows/cells are needed TOTAL FROM PAGE #2 63,000.00 **Total Revenue** 

Fiscal Year:					
EXPENSES					
Est. Date or Season	Expense		Est. Amount		
2020-2021	Venue Rental	\$	24,000.00		
2020-2021	Awards/Gifts/Décor/Regalia/Refreshments	\$	62,860.20		
2020-2021	Substitutes/Labor costs	\$	1,000.00		
2020-2021	Catering expense	\$	5,000.00		
2020-2021	Printing/copying expenses	\$	5,000.00		
2020-2021	Flowers	\$	2,000.00		
2020-2021	Plaque/Picture framing	\$	1,000.00		
2020-2021	Reimburse General Fund	\$	1,000.00		
	TOTAL FROM PAGE #2	\$	-		
	Total Expenses	\$	101,860.20		

Revenue \$	63,000.00	(A2)
Expenditures \$	101,860.20	_(B1)
Ending Fund Balance = Net Profit \$	-	(B2) (A1+A2-B1=B2)

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

Natalie Eneff - Email approval attached	2/23/2021
Sponsor Signs Here	Date
Natalie Eneff - Email approval attached	2/23/2021
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**Activity Fund Custodian Signature** 

Date

## Otto, Kelle E

From: Eneff, Natalie S

Sent: Tuesday, February 23, 2021 2:10 PM

To: Otto, Kelle E

**Subject:** RE: Revise 60 TOY guidelines

Yes, this is great! Thank you!

From: Otto, Kelle E

**Sent:** Tuesday, February 23, 2021 1:59 PM **To:** Eneff, Natalie S <nseneff@baschools.org>

Subject: RE: Revise 60 TOY guidelines

I attached the revised Budget Guidelines for Project 931. Please look this over and send back your approval.

Thank you!

Kelle Otto

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