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 April 02,2021

REVENUE SOURCES					
Est. Date or Season Deposit Type		Est. Amount			
2021-2022	Book Fairs	\$	2,000.00		
2021-2022	Admission Costs (Dances, carnivals, parties, plays or other)	\$	500.00		
2021-2022	T-shirt sales (staff and students)		1,200.00		
2021-2022	Jog-a-thon	\$	2,000.00		
2021-2022	Original Works Art work		500.00		
2021-2022	Catalog/Brochure Sales (Food, Tumblers,Personal)		500.00		
2021-2022	Restaurant Profit Sharing (spirit nights, etc)		1,000.00		
2021-2022	School Pictures and Yearbooks		2,000.00		
2021-2022	Donations-United Way		4,000.00		
2021-2022	Food Item Sales (Popcorn, Freckles, Beef Jerky, etc)		1,000.00		
2021-2022	Dues, Fees, and Registration	\$	75.00		
	Go to Page 2 if more rows/cells are needed				
	TOTAL FROM PAGE #2	\$	-		
Total Revenue			14,775.00		

105-Aspen Creek Early Childhood Ctr

892-GENERAL

July 1, 2020 - June 30, 2021

EXPENSES					
Est. Date or Season	Expense	Es	t. Amount		
2021-2022	Co-Curricular materials, small equipment	\$	1,500.00		
2021-2022	Co-Curricular copy supplies and paper		1,000.00		
2021-2022	Playground materials/small equipment	\$	2,000.00		
2021-2022	Kitchen products and supplies (paper plates, cups, etc)	\$	1,000.00		
2021-2022	General supplies <\$5,000 non-durable (pencils, pens, etc)	\$	2,000.00		
2021-2022	Books, magazine, subscriptions, periodicals, and/or newspapers	\$	489.06		
2021-2022	Furniture & Fixtures, small <\$5,000	\$	2,500.00		
2021-2022	Technology related supplies, small equipment, & software	\$	2,000.00		
2021-2022	Reimbursement/Refunds		100.00		
2021-2022	Awards, gifts, decorations, regalia, and refreshments		1,500.00		
2021-2022	School Pet Supplies		200.00		
2021-2022	Rentals; Contracted Services; Other Professional Services		200.00		
2021-2022	Staff Training/Workshops/Professional Development/Travel Expen.		2,000.00		
2021-2022	Charitable Giving	\$	3,000.00		
2021-2022	Fundraising Expenses	\$	1,500.00		
2021-2022	Payroll;Employee Pay & Benefits; Substitutes	\$	1,000.00		
2021-2022	Name Badges	\$	75.00		
	\$	-			
Total Expenses			22,064.06		

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

Julie Wallace (Email approval attached)	4/2/2021
Sponsor Signs Here	Date
Julie Wallace (Email approval attached)	4/2/2021
Activity Fund Custodian Signature	Date

Beginning Fund Balance	\$ 7,289.06	(A1)From Report**
Revenue	\$ 14,775.00	(A2)
Expenditures	\$ 22,064.06	(B1)
Ending Fund Balance = Net Profit	\$ <u> </u>	(B2) (A1+A2-B1=B2)

REVISED

Thank you, Kelle. I approve.

Also, the contract is being prepared by Joyful Jumps, and we will submit it as soon as we receive it. Thanks!

Wishing you well,

Julie Wallace Principal Aspen Creek ECC

918-259-7796

From: Clark, Casey L <clclark@baschools.org>
Sent: Friday, April 2, 2021 6:58 AM
To: Wallace, Julie
Subject: Fwd: RQ 136726

Please see below. This came through this morning.

Casey Clark Principal Secretary Aspen Creek ECC clclark@baschools.org 918-505-5290

Sent from my iPhone

Begin forwarded message:

From: "Otto, Kelle E" <kotto@baschools.org> Date: April 2, 2021 at 8:41:59 AM CDT To: "Clark, Casey L" <clclark@baschools.org> Subject: RQ 136726

Hi Casey,

When I was reviewing RQ 136726, I noticed "Rentals" was not included on the Budget Guidelines. Since we were waiting for approval on Project 892, I went ahead and added it to the Excel sheet you sent me and attached it. Please make sure this is the

one that the Principal approves. I moved Substitutes down to the Payroll line and added "Rentals; Contracted Services; Other Professional Services", so you wouldn't have to have a 2nd page.

Also, I checked with Stacie Chase and a contract will be needed for this. The contract forms are on BAPS website – under District Forms – Finance. Please submit the contract to Stacie.

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