



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

#### SCHOOL SITE:

# 220-Timber Ridge Elementary 889-MEDIA CENTER

**ACTIVITY FUND ACCOUNT NAME AND PROJECT:** 

DATE: Form Complete On April,07,2021

Fiscal Year:

July 1, 2020 - June 30, 2021

REVENUE SOURCES				EXPENSES				
Est. Date or Season	Deposit Type	Es	t. Amount		Est. Date or Season	Expense	Est	t. Amount
2020-2021	Book Fairs	\$	4,800.00		2020-2021	Petty Cash	\$	100.00
2020-2021	Donations	\$	100.00		2020-2021	Reimbursements/ Refunds	\$	100.00
2020-2021	Replacement costs	\$	200.00		2020-2021	Replacement costs	\$	250.00
2020-2021	Fines/Fees	\$	50.00		2020-2021	Books/ Magazines/ Subscriptions/ Newspapers/ Periodicals	\$	100.00
		\$	-		2020-2021	Book fair materials/ expenses	\$	500.00
		\$	-		2020-2021	Purchase of new books	\$	7,169.43
		\$	-		2020-2021	STEM Activities/ Materials	\$	300.00
		\$	-		2020-2021	Student Incentives/ Celebrations	\$	300.00
		\$	-		2020-2021	General Supplies	\$	200.00
					2020-2021	Awards/Gifts/ Regalia/ Decorations/Refreshments	\$	50.00
	Go to Page 2 if more rows/cells are needed					Go to Page 2 if more rows/cells are needed		
	TOTAL FROM PAGE #2	\$	-			TOTAL FROM PAGE #2	\$	-
	Total Revenue	\$	5,150.00	(A)		Total Expenses	\$	9,069.43

Beginning Fund Balance	\$ 3,919.43	(A1)From Report
Revenue	\$ 5,150.00	(A2)
Expenditures	\$ 9,069.43	(B1)
Ending Fund Balance = Net Profit	\$ -	(B2) (A1+A2-B1=B2)

\*\* Run this report in I-Accounting (Wengage) Options/Analysis Tools/Reports/Revenue Expenditure Su

Activity Fund Custodian Signature	Date
Tiffany Green (Email approval attached)	4/7/2021
Sponsor Signs Here	Date
Dani Finley (Email approval attached)	4/7/2021

From: Green, Tiffany J

To: Finley, Dani L; Otto, Kelle E

**Subject:** RE: Approve

**Date:** Wednesday, April 7, 2021 1:45:18 PM

#### Approve

From: Finley, Dani L

**Sent:** Wednesday, April 7, 2021 1:00 PM **To:** Green, Tiffany J <tjgreen@baschools.org>

**Subject:** Approve **Importance:** High

Can you please approve this one by email as well??

From: Otto, Kelle E

**Sent:** Wednesday, April 7, 2021 12:27 PM **To:** Finley, Dani L <<u>dfinley@baschools.org</u>>

**Subject:** FW: RQ 136660 & 136662

Importance: High

Hi Dani,

I hadn't received the email approvals for the Budget Guidelines for Project 889. Could you please send those to me as soon as possible, so I can make sure this is included at the April BOE meeting?

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** 

4/5/2021

#### **SCHOOL SITE:**

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

220-Timber Ridge Elementary

892-GENERAL

DATE:

Form Complete On April,05,2021

Fiscal Year: July 1, 2020 - June 30, 2021

REVENUE SOURCES						
Est. Date or Season	Deposit Type	Est. Amount				
2020-2021		\$	-			
2020-2021	Food Sales	\$	4,500.00			
2020-2021	Ruth Kelly Pictures (Fall, Spring, Group)	\$	600.00			
2020-2021	Donations	\$	100.00			
2020-2021	Shirt Sales	\$	600.00			
2020-2021	Art Sales	\$	200.00			
		\$	-			
		\$	-			
		\$	-			
	Go to Page 2 if more rows/cells are needed					
	TOTAL FROM PAGE #2		-			
	Total Revenue	\$	6,000.00			

EXPENSES						
Est. Date or Season	Expense	Est. Amount				
2020-2021	Chromebook Insurance	\$	250.00			
2020-2021	Training/ Workshop/ Professional Development Expenses	\$	400.00			
2020-2021	Transportation (Field Trips)	\$	2,400.00			
2020-2021	Student Incentives	\$	2,493.73			
2020-2021	General supplies <\$5,000 non-durable (pencils, pens, etc.)	\$	50.00			
2020-2021	Team/ club activity operating expenses	\$	1,000.00			
2020-2021	Sustitute/ Labor Costs	\$	350.00			
2020-2021	Technology related supplies, small equipment, & software	\$	400.00			
2020-2021	Reimbursements/ Refunds	\$	50.00			
2020-2021	Awards, gifts, decorations, regalia, and refreshments	\$	600.00			
2020-2021	Shirt Sales	\$	600.00			
2020-2021	Name tags	\$	60.00			
2020-2021	Repair/ Maintenance/ Replacement of equipment	\$	1,000.00			
2020-2021	Testing Expenses	\$	200.00			
2020-2021	Health Office Supplies	\$	100.00			
2020-2021	P/T Conference Meals	\$	800.00			
	Go to Page 2 if more rows/cells are needed					
	TOTAL FROM PAGE #2					
	Total Expenses					

Beginning Fund Balance	\$ 7,953.73	(A1)From Report
Revenue	\$ 6,000.00	(A2)
Expenditures	\$ 13,953.73	(B1)
Ending Fund Balance = Net Profit	\$ -	(B2) (A1+A2-B1=B2)

\*\* Run this report in I-Accounting (Wengage) Options/Analysis Tools/Reports/Revenue Expenditure

Dani Finley (Email approval attached)

Sponsor Signs Here	Date
Tiffany Green (Email approval attached)	4/5/202
Activity Fund Custodian Signature	Date



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

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

DATE: Form Complete On April,05,2021 Fiscal Year: July 1, 2020 - June 30, 2021

	REVENUE SOURCES				EXPENSES		
Est. Date or	Donosit Type	Est Amount		Est. Date or	Evnança	Fot	+ Amount
Season	Deposit Type	Est. Amount		Season	Expense	ESI	t. Amount
20-21		\$ -		2020-2021	Tiger Challenge Supplies	\$	100.00
				2020-2021	Super Kids Day Expenses	\$	1,600.00
				2020-2021	5th Grade Day Expenses	\$	800.00
				2020-2021	Volunteer Appreciation (Refreshments/ Items)	\$	100.00
				2020-2021	Furniture/ Fixtures, small <\$5000	\$	200.00
				2020-2021	Art Sales	\$	200.00
				2020-2021	Rentals; contracted services; other professional services	\$	200.00
				_			
	Total Revenue	\$ -	(4)		Total Expenses	s \$	3,200.00
Total Revenue \$ - (A) Total Expenses \$ 3,200.0							

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From: <u>Green, Tiffany J</u>

To: Finley, Dani L; Otto, Kelle E
Subject: RE: Budget Approval

**Date:** Monday, April 5, 2021 9:28:13 AM

#### Approve!

From: Finley, Dani L

**Sent:** Monday, April 5, 2021 9:27 AM

**To:** Green, Tiffany J <tjgreen@baschools.org>; Otto, Kelle E <kotto@baschools.org>

Subject: Budget Approval

Can you please approve this via email??

Dani Finley
Principal Secretary
Timber Ridge Elementary
918-505-5260 Ext. 3502