



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

205 Aspen Creek Elementary

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 100.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 500.00
2021-2022	Catalog/Brochure Sales; Pencil Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 5.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 5.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 3,105.00
2021-2022	Concession Sales; Schoolstore Fundraiser	\$ 960.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 5.00
2021-2022	Special Events/Projects	\$ 5.00
2021-2022	Snack/Drink Cart; Special occasion Grams	\$ 700.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 50.00
2021-2022	Walk/log-a-thons; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest; Readathons	\$ 5.00
2021-2022	Profit Sharing (painting studio, other businesses, etc.)	\$ 25.00
2021-2022	Game, Bingo, Family Fun Nights; Dances; Movie nights	\$ 5.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 615.00
	Total Revenue	\$ 6,235.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 1,374.96
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services; Postage	\$ 50.00
2021-2022	Printing & Binding; Copying Services	\$ 500.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 4,000.00
2021-2022	Field Trip Expenses/ Buses and Fees	\$ 2,000.00
2021-2022	Substitutes	\$ 200.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 3,000.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 500.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 500.00
2021-2022	Technology-related supplies, small equipment & software	\$ 500.00
2021-2022	Uniforms; T-shirts; Spiritwear	\$ 500.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers; Bereavement	\$ 3,000.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 50.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 100.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 5,970.00
	Total Expenditures	\$ 22,344.96

Beginning Fund Balance	\$	16,109.96 (A1)	From Report**
Revenue	\$	6,235.00 (A2)	
Expenditures	\$	22,344.96 (B1)	
Ending Fund Balance	\$	- (B2)	(A1+A2-B1=B2)

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

X *Laura Teague*
Sponsor's Signature

5-27-21
Date

X *Bridget*
Activity Fund Custodian's Signature

5-27-21
Date

Otto, Kelle E

From: Wallace, Julie
Sent: Friday, May 28, 2021 11:39 AM
To: Clark, Casey L
Cc: Otto, Kelle E
Subject: Re: Budget Guideline Sheet Need Signatures

It won't let me sign the sheets on my phone.

Kelle, I'll be in the office around 1:00 if you want to wait for a wet signature. If not, I approve.

Wishing you well,

Julie Wallace
Principal
Aspen Creek ECC

918-259-7796

From: Clark, Casey L <clclark@baschools.org>
Sent: Friday, May 28, 2021 10:07:02 AM
To: Wallace, Julie <jwwallace@baschools.org>
Cc: Otto, Kelle E <kotto@baschools.org>
Subject: Budget Guideline Sheet Need Signatures

If you could digitally sign these or give your approval Kelle needs these by 12 PM today.

Thanks

Casey Clark
clclark@baschools.org
Principal Secretary
Aspen Creek ECC
918-505-5290
Ext. 2603



Otto, Kelle E

From: Clark, Casey L
Sent: Friday, May 28, 2021 10:07 AM
To: Wallace, Julie
Cc: Otto, Kelle E
Subject: Budget Guideline Sheet Need Signatures
Attachments: Copy of ACECC - Project 825 (DA Grants).xlsx; Copy of ACECC - Project 938 (FAF TeacherStaff Activity).xlsx; Copy of ACECC - Project 892 (SAF Student Raised Funds).xlsx

Importance: High

If you could digitally sign these or give your approval Kelle needs these by 12 PM today.

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BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

105 Aspen Creek Early Childhood Ct

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales; Pencil Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 100.00
2021-2022	Special Events/Projects	\$ 50.00
2021-2022	Book Fairs; Box Tops; Garage Sales	\$ 50.00
2021-2022	Snack/Drink Cart; Special occasion Grams	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk/Jog-a-thons; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest; Readathons	\$ 100.00
2021-2022	United Way	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 350.00
	Total Revenue	\$ 2,000.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 500.00
2021-2022	Rentals; Lease Services	\$ 300.00
2021-2022	Communication Services; Postage	\$ 100.00
2021-2022	Printing & Binding; Copying Services	\$ 100.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 300.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 200.00
2021-2022	Kitchen products & supplies	\$ 200.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 200.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 100.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 200.00
2021-2022	Technology-related supplies, small equipment & software	\$ 300.00
2021-2022	Uniforms; T-shirts	\$ 300.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers; Bereavement	\$ 2,000.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 150.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 320.65
2021-2022	Refunds; Reimbursements	\$ 75.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 2,725.00
	Total Expenditures	\$ 8,070.65

Beginning Fund Balance	\$	6,070.65	(A1) From Report**
Revenue	\$	2,000.00	(A2)
Expenditures	\$	8,070.65	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

Casey Clark 5/28/2021
Date
 Sponsor's Signature
 Signed by: 396b1b83-e531-4f9d-9bbc-678435c45f98
 Julie Wallace (Email approval attached) 5/28/2021
Date
 Activity Fund Custodian's Signature

Otto, Kelle E

From: Wallace, Julie
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Cc: Otto, Kelle E
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Aspen Creek ECC

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BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

120 Arrowhead Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 1,000.00
2021-2022	Catalog/Brochure Sales; Pencil Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 100.00
2021-2022	Special Events/Projects	\$ 50.00
2021-2022	Book Fairs; Box Tops; Garage Sales	\$ 50.00
2021-2022	Snack/Drink Cart; Special occasion Grams	\$ 100.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk/Jog-a-thons; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest; Readathons, dances, valentine exchange, profit sharing i.e. sonic	\$ 2,000.00
2021-2022	United Way	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ 350.00
Total Revenue		\$ 4,550.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 650.00
2021-2022	Communication Services; Postage	\$ 150.00
2021-2022	Printing & Binding; Copying Services	\$ 1,500.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 3,500.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 300.00
2021-2022	Kitchen products & supplies	\$ 600.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 150.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 550.00
2021-2022	Technology-related supplies, small equipment & software	\$ 2,500.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers; Bereavement	\$ 1,500.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 750.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 75.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ 4,125.00
Total Expenditures		\$ 16,550.00

Beginning Fund Balance	\$	12,000.00	(A1) From Report**
Revenue	\$	4,550.00	(A2)
Expenditures	\$	16,550.00	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

X Cynthia Hodges _____ 5/28/2021
Date

Sponsor's Signature
Signed by: 9c12dc6a-aad0-4269-8066-1df58a56ebec

X Tobi Kula _____ 5/28/2021
Date

Activity Fund Custodian's Signature
Signed by: 9c12dc6a-aad0-4269-8066-1df58a56ebec



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

120 Arrowhead Elem School
986 DA UNITED WAY
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 450.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 150.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 700.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 550.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 25.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 700.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 700.00	(A2)
Expenditures	\$ 700.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

Cynthia Hodges _____ 5/28/2021
Date

Sponsor's Signature
Signed by: 9c12dc6a-aad0-4269-8066-1df58a56ebec

Tobi Kula _____ 5/28/2021
Date

Activity Fund Custodian's Signature
Signed by: 9c12dc6a-aad0-4269-8066-1df58a56ebec



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

103 Arrow Springs Early Chldhd Ctr
825 DA GRANTS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 850.00
Total from Page 2		\$ -
Total Revenue		\$ 850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 150.00
2021-2022	Co-curricular materials, small equipment	\$ 100.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 100.00
2021-2022	Appliances, Furniture & Fixtures	\$ 100.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 100.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 100.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 100.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 100.00
Total from Page 2		
Total Expenditures		\$ 850.00

Beginning Fund Balance	\$ - (A1) From Report**
Revenue	\$ 850.00 (A2)
Expenditures	\$ 850.00 (B1)
Ending Fund Balance	\$ - (B2) (A1+A2-B1=B2)

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

<p style="text-align: center;">X Jennifer Quick</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 2px;"/> Jennifer Quick Sponsor's Signature Signed by: c9b90786-8ebc-48ed-85c9-8ecff38d6768	<p style="text-align: center;">5/18/2021</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 2px;"/> Date
<p style="text-align: center;">XDebbie McClellan (Email approval attached)</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 2px;"/> Activity Fund Custodian's Signature	<p style="text-align: center;">5/20/2021</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 2px;"/> Date

Otto, Kelle E

From: McClellan, Deborah D
Sent: Thursday, May 20, 2021 2:50 PM
To: Otto, Kelle E
Cc: Quick, Jennifer M
Subject: FW: Activity Budget Signatures
Attachments: ASECC - Project 892 (SAF Student Raised Funds) 2021 - 22.xlsx; ASECC - Project 825 (DA Grants) 2021-22.xlsx; ASECC - Project 986 (DA United Way) 2021-22.xlsx

Hi Kelle,
I approve the budget for Project 938,
I approve the budget for Project 892.
I approve the budget for Project 825.
I approve the budget for Project 986.

Thank you for all your help! 😊

Debbie McClellan
Principal
Arrow Springs ECC
101 W. Twin Oaks
Broken Arrow, OK 74011
p: 918.259.4380
f: 918.451.1640
dmcclellan@baschools.org
www.baschools.org



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
 ACCOUNT NAME & PROJECT:
 PROGRAM (ONLY for 893-Club Accounts):

103 Arrow Springs Early Chldhd Ctr
892 SAF STUDENT RAISED FUNDS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; gifts	\$ 50.00
2021-2022	Dues & Fees; Registration	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	ABC Race / School Carnival	\$ 1,000.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Family ID replacement fees	\$ 50.00
2021-2022	Book Fairs	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 1,800.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials, small equipment	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 100.00
2021-2022	Communication Services	\$ 500.00
2021-2022	Substitute expenses	\$ 100.00
2021-2022	Copy supplies and paper	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 50.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 150.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments	\$ 100.00
2021-2022	Payroll - employee pay and expenses	\$ 300.00
2021-2022	Dues/Fees	\$ 100.00
2021 - 2022	Refunds; Reimbursements	\$ 100.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Expenditures	\$ 1,800.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 1,800.00	(A2)
Expenditures	\$ 1,800.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

Jennifer Quick _____ 5/18/2021
 Date

Jennifer Quick
 Sponsor's Signature
 Signed by: c9b90786-8ebc-48ed-85c9-8ecff38d6768
 Debbie McClellan (Email approval attached) _____ 5/20/2021
 Date

Activity Fund Custodian's Signature

Otto, Kelle E

From: McClellan, Deborah D
Sent: Thursday, May 20, 2021 2:50 PM
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Thank you for all your help! 😊

Debbie McClellan
Principal
Arrow Springs ECC
101 W. Twin Oaks
Broken Arrow, OK 74011
p: 918.259.4380
f: 918.451.1640
dmcclellan@baschools.org
www.baschools.org



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

103 Arrow Springs Early Chldhd Ctr

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
	Total Revenue	\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 25.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Items as stipulated in Grant or Donation	\$ 25.00
2021-2022	Lodging	\$ 25.00
	Total Expenditures	\$ 175.00

Otto, Kelle E

From: McClellan, Deborah D
Sent: Thursday, May 20, 2021 2:50 PM
To: Otto, Kelle E
Cc: Quick, Jennifer M
Subject: FW: Activity Budget Signatures
Attachments: ASECC - Project 892 (SAF Student Raised Funds) 2021 - 22.xlsx; ASECC - Project 825 (DA Grants) 2021-22.xlsx; ASECC - Project 986 (DA United Way) 2021-22.xlsx

Hi Kelle,

I approve the budget for Project 938,

I approve the budget for Project 892.

I approve the budget for Project 825.

I approve the budget for Project 986.

Thank you for all your help! 😊

Debbie McClellan
Principal
Arrow Springs ECC
101 W. Twin Oaks
Broken Arrow, OK 74011
p: 918.259.4380
f: 918.451.1640
dmcclellan@baschools.org
www.baschools.org

Otto, Kelle E

From: McClellan, Deborah D
Sent: Thursday, May 20, 2021 2:50 PM
To: Otto, Kelle E
Cc: Quick, Jennifer M
Subject: FW: Activity Budget Signatures
Attachments: ASECC - Project 892 (SAF Student Raised Funds) 2021 - 22.xlsx; ASECC - Project 825 (DA Grants) 2021-22.xlsx; ASECC - Project 986 (DA United Way) 2021-22.xlsx

Hi Kelle,
I approve the budget for Project 938,
I approve the budget for Project 892.
I approve the budget for Project 825.
I approve the budget for Project 986.

Thank you for all your help! 😊

Debbie McClellan
Principal
Arrow Springs ECC
101 W. Twin Oaks
Broken Arrow, OK 74011
p: 918.259.4380
f: 918.451.1640
dmcclellan@baschools.org
www.baschools.org

Otto, Kelle E

From: Greathouse, Todd J
Sent: Friday, May 28, 2021 10:06 AM
To: Otto, Kelle E
Cc: Gerchman, Roxanne
Subject: FW: Activity Fund Approvals - Email 1 of 2
Attachments: CLI - Project 825 (DA Grants).xlsx; CLI - Project 892 (SAF Student Raised Funds).xlsx

I approve project 825 and project 892.

Thanks,
Todd Greathouse

From: Gerchman, Roxanne
Sent: Friday, May 28, 2021 9:34 AM
To: Greathouse, Todd J <tjgreathouse@baschools.org>
Subject: Activity Fund Approvals - Email 1 of 2

Roxanne Gerchman
Principal's Secretary
Country Lane Intermediate
918-449-5600

Otto, Kelle E

From: Greathouse, Todd J
Sent: Friday, May 28, 2021 10:33 AM
To: Otto, Kelle E
Cc: Gerchman, Roxanne
Subject: FW: CLI - Project 877 (SAF Robotics)
Attachments: CLI - Project 877 (SAF Robotics).xlsx

I approve project 877.

Thanks,
Todd Greathouse

From: Gerchman, Roxanne
Sent: Friday, May 28, 2021 10:29 AM
To: Greathouse, Todd J <tjgreathouse@baschools.org>
Subject: FW: CLI - Project 877 (SAF Robotics)



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

180 Country Lane Intermediate Schl

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="checked" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 200.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Purposes for which Grants were received	\$ 50.00
Total Expenditures		\$ 300.00

Otto, Kelle E

From: Greathouse, Todd J
Sent: Friday, May 28, 2021 10:22 AM
To: Otto, Kelle E
Cc: Gerchman, Roxanne
Subject: FW: CLI - Project 889 (DA Media Center).xlsx
Attachments: CLI - Project 889 (DA Media Center).xlsx

I approve project 889.

Thanks,
Todd Greathouse

From: Flint, Lea Ann
Sent: Friday, May 21, 2021 8:55 AM
To: Greathouse, Todd J <tjgreathouse@baschools.org>
Subject: CLI - Project 889 (DA Media Center).xlsx

Roxanne and I hope this works!

Lea Ann



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

180 Country Lane Intermediate Schl

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 200.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 400.00
2021-2022	Incentives; Bereavement items; Special Events	\$ 800.00
2021-2022	Fundraiser Expenses	\$ 500.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 500.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors	\$ 300.00
2021-2022	Repairs & Maintenance Services; Equipment	\$ 400.00
2021-2022	Contracted Services; Other Professional Services	\$ 300.00
2021-2022	Yearbooks; School Pictures	\$ 200.00
2021-2022	Adaptive Supplies	\$ 200.00
2021-2022	School Pet Supplies	\$ 200.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 500.00
2021-2022	Cleaning, Maintenance supplies	\$ 300.00
Total Expenditures		\$ 4,850.00

Otto, Kelle E

From: Greathouse, Todd J
Sent: Friday, May 28, 2021 10:06 AM
To: Otto, Kelle E
Cc: Gerchman, Roxanne
Subject: FW: Activity Fund Approvals - Email 1 of 2
Attachments: CLI - Project 825 (DA Grants).xlsx; CLI - Project 892 (SAF Student Raised Funds).xlsx

I approve project 825 and project 892.

Thanks,
Todd Greathouse

From: Gerchman, Roxanne
Sent: Friday, May 28, 2021 9:34 AM
To: Greathouse, Todd J <tjgreathouse@baschools.org>
Subject: Activity Fund Approvals - Email 1 of 2

Roxanne Gerchman
Principal's Secretary
Country Lane Intermediate
918-449-5600



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

Table with 3 rows: 180 Country Lane Intermediate Schl, 938 FAF TEACHER/STAFF ACTIVITY, SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

X NEW, REVISED

REVENUE table with columns: Fiscal Year, Deposits, Estimated Amount. Rows include Dues & Fees, Donations, Restaurant Profit Sharing, etc.

EXPENDITURES table with columns: Fiscal Year, Expenses, Estimated Amount. Rows include Kitchen products, Awards, Refunds, Uniforms, etc.

Summary table with rows: Beginning Fund Balance, Revenue, Expenditures, Ending Fund Balance.

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

X Email approval attached 5/28/2021 Date

Sponsor's Signature

X Todd Greathouse (Email approval attached) 5/28/2021 Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

180 Country Lane Intermediate Schl

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 25.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Items as stipulated in Grant or Donation	\$ 25.00
2021-2022	Lodging	\$ 25.00
Total Expenditures		\$ 175.00

Otto, Kelle E

From: Greathouse, Todd J
Sent: Friday, May 28, 2021 10:19 AM
To: Otto, Kelle E
Cc: Gerchman, Roxanne
Subject: FW: CLI - Project 938 (FAF TeacherStaff Activity).xlsx
Attachments: CLI - Project 938 (FAF TeacherStaff Activity).xlsx

I approve project 938.

Thanks,
Todd Greathouse

From: Williams, Katherine M
Sent: Wednesday, May 26, 2021 2:53 PM
To: Greathouse, Todd J <tjgreathouse@baschools.org>
Subject: CLI - Project 938 (FAF TeacherStaff Activity).xlsx

Otto, Kelle E

From: Greathouse, Todd J
Sent: Friday, May 28, 2021 10:12 AM
To: Otto, Kelle E
Cc: Gerchman, Roxanne
Subject: FW: Activity Fund Approvals - Email 2 of 2
Attachments: CLI - Project 971 (DA Volunteer Account).xlsx; CLI - Project 986 (DA United Way).xlsx

I approve project 971 and project 986.

Thanks,
Todd Greathouse

From: Gerchman, Roxanne
Sent: Friday, May 28, 2021 9:35 AM
To: Greathouse, Todd J <tjgreathouse@baschools.org>
Subject: Activity Fund Approvals - Email 2 of 2

Roxanne Gerchman
Principal's Secretary
Country Lane Intermediate
918-449-5600

Otto, Kelle E

From: Greathouse, Todd J
Sent: Friday, May 28, 2021 10:12 AM
To: Otto, Kelle E
Cc: Gerchman, Roxanne
Subject: FW: Activity Fund Approvals - Email 2 of 2
Attachments: CLI - Project 971 (DA Volunteer Account).xlsx; CLI - Project 986 (DA United Way).xlsx

I approve project 971 and project 986.

Thanks,
Todd Greathouse

From: Gerchman, Roxanne
Sent: Friday, May 28, 2021 9:35 AM
To: Greathouse, Todd J <tjgreathouse@baschools.org>
Subject: Activity Fund Approvals - Email 2 of 2

Roxanne Gerchman
Principal's Secretary
Country Lane Intermediate
918-449-5600

Otto, Kelle E

From: Greathouse, Todd J
Sent: Friday, May 28, 2021 10:16 AM
To: Otto, Kelle E
Cc: Gerchman, Roxanne
Subject: FW: CLI - Project 994 (SAF Tiger Challenge).xlsx
Attachments: CLI - Project 994 (SAF Tiger Challenge).xlsx

I approve project 994.

Thanks,
Todd Greathouse

From: Flint, Lea Ann
Sent: Thursday, May 27, 2021 4:12 PM
To: Greathouse, Todd J <tjgreathouse@baschools.org>
Subject: CLI - Project 994 (SAF Tiger Challenge).xlsx



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 850.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 50.00
2021-2022	Co-curricular materials, small equipment	\$ 50.08
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 850.08

Beginning Fund Balance	\$	0.08 (A1) From Report**
Revenue	\$	850.00 (A2)
Expenditures	\$	850.08 (B1)
Ending Fund Balance	\$	0.00 (B2) (A1+A2-B1=B2)

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

LaDonna Donathan _____ 5/18/2021
Date

Sponsor's Signature
Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619
 Karen Morrison _____ 5/26/2021
Date

Activity Fund Custodian's Signature
Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 225.00
2021-2022	Dues & Fees; Registration fees; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	Merchandise sales (notebooks, fanny packs, key chains, stickers, pencils, etc.)	\$ 50.00
2021-2022	Concession Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 150.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 1,575.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials; green house supplies; shop supplies; flower purchases	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding; Copying services	\$ 50.00
2021-2022	Copy supplies and paper	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 279.68
2021-2022	Uniforms; T-shirts	\$ 75.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals, Incentives, Appreciation	\$ 100.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 50.00
2021-2022	Donations; Scholarships	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 700.00
Total Expenditures		\$ 1,804.68

Beginning Fund Balance	\$ 229.68	(A1) From Report**
Revenue	\$ 1,575.00	(A2)
Expenditures	\$ 1,804.68	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

LaDonna Donathan 5/18/2021
Date

Sponsor's Signature
 Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619
 Karen Morrison 5/26/2021
Date

Activity Fund Custodian's Signature
 Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses	\$ 50.00
2021-2022	Lodging	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 150.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Tutors	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 50.00
2021-2022	Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Robotics Competitions; Robot Parts	\$ 50.00
Total Expenditures		\$ 700.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Purposes for which Grants were received	\$ 50.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES
ALL FUNDRAISING ACTIVITIES
FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

X	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 5,000.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 6,000.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 100.00
2021-2022	Special Events, Purchases	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 12,300.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 3,000.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding	\$ 50.00
2021-2022	Copy supplies and paper	\$ 3,600.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 200.00
2021-2022	Kitchen products & supplies	\$ 200.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 3,000.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 1,000.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 2,000.00
2021-2022	Technology-related supplies, small equipment & software	\$ 2,000.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 1,000.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 50.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 100.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 3,565.70
	Total Expenditures	\$ 19,965.70

Beginning Fund Balance	\$	7,665.70 (A1) From Report**
Revenue	\$	12,300.00 (A2)
Expenditures	\$	19,965.70 (B1)
Ending Fund Balance	\$	- (B2) (A1+A2-B1=B2)

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

X LaDonna Donathan

5/18/2021
Date

Sponsor's Signature
Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619

X Karen Morrison

5/26/2021
Date

Activity Fund Custodian's Signature
Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 50.00
2021-2022	Incentives; Bereavement items; Special Events	\$ 90.70
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 500.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 2,500.00
2021-2022	Repairs & Maintenance Services; Equipment Replacement	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Yearbooks; School Pictures	\$ 50.00
2021-2022	Adaptive Supplies	\$ 25.00
2021-2022	School Pet Supplies	\$ 25.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 25.00
Total Expenditures		\$ 3,565.70



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

170 Country Lane Primary School
907 DA PTA DONATION
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="checked" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 900.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 900.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 50.00
2021-2022	Co-curricular materials, small equipment	\$ 50.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 466.20
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 200.00
Total Expenditures		\$ 1,316.20

Beginning Fund Balance	\$ 416.20 (A1) From Report**
Revenue	\$ 900.00 (A2)
Expenditures	\$ 1,316.20 (B1)
Ending Fund Balance	\$ - (B2) (A1+A2-B1=B2)

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

X LaDonna Donathan

5/18/2021

Date

Sponsor's Signature
Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619

X Karen Morrison

5/26/2021

Date

Activity Fund Custodian's Signature
Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

907 DA PTA DONATION

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
2021-2022	Special Guests, Speakers, Substitutes; Clinicians; Tutors	\$ 50.00
Total Expenditures		\$ 200.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 25.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Items as stipulated in Grant or Donation	\$ 25.00
2021-2022	Lodging	\$ 25.00
Total Expenditures		\$ 175.00

PAGE 2



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

986 DA UNITED WAY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 25.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 200.00

Beginning Fund Balance	\$	-	(A1) From Report**
Revenue	\$	200.00	(A2)
Expenditures	\$	200.00	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

LaDonna Donathan 5/18/2021
 _____ Date
 Sponsor's Signature
 Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619
 Karen Morrison 5/26/2021
 _____ Date
 Activity Fund Custodian's Signature
 Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

170 Country Lane Primary School
994 SAF TIGER CHALLENGE
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Dues & Fees	\$ 150.00
2021-2022	Restaurant Profit Sharing	\$ 100.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs	\$ 250.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 550.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Co-curricular Materials; small equipment	\$ 600.00
2021-2022	Awards, Gifts, Decorations, Regalia, and Refreshments	\$ 25.00
2021-2022	Kitchen Products & Supplies	\$ 25.00
2021-2022	Travel Expenses; Transportation; Lodging	\$ 50.00
2021-2022	Special guests, Speakers, Substitutes, Clinicians; Tutors; Honorariums	\$ 50.00
2021-2022	General Supplies; Copy supplies & Paper	\$ 25.00
2021-2022	Uniforms; T-shirts	\$ 129.83
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Refunds & Reimbursements	\$ 25.00
2021-2022	Rentals; Lease Services	\$ 25.00
2021-2022	Dues, Fees, Registrations	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 1,229.83

Beginning Fund Balance	\$	679.83	(A1) From Report**
Revenue	\$	550.00	(A2)
Expenditures	\$	1,229.83	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

X LaDonna Donathan 5/18/2021

 Date

Sponsor's Signature
 Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619

X Karen Morrison 5/26/2021

 Date

Activity Fund Custodian's Signature
 Signed by: 3fa13cbd-650b-4b30-8e4e-21d16692d619



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

200 Creekwood Elementary
825 DA GRANTS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:



<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 850.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 50.00
2021-2022	Co-curricular materials, small equipment	\$ 50.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 850.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 850.00	(A2)
Expenditures	\$ 850.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

 _____ 5/7/2021
 (Signature Below) Date
 Sponsor's Signature
 _____ 5/7/2021
 Date

Activity Fund Custodian's Signature
Signed by: 27aed09b-95b3-4829-b71d-5b812b97f37f



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

200 Creekwood Elementary

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="checked" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

200 Creekwood Elementary

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & Fees; Registration fees; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	Merchandise sales (notebooks, fanny packs, key chains, stickers, pencils, etc.)	\$ 50.00
2021-2022	Concession Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 150.00
2021-2022	Waste Management; Dept. of Defense; Botball Camps	\$ 175.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 1,575.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials; green house supplies; shop supplies; flower purchases	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding; Copying services	\$ 50.00
2021-2022	Copy supplies and paper	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 900.00
2021-2022	Uniforms; T-shirts	\$ 75.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals, Incentives, Appreciation	\$ 100.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 50.00
2021-2022	Donations; Scholarships	\$ 68.68
2021-2022	Refunds; Reimbursements	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 700.00
	Total Expenditures	\$ 2,443.68

Beginning Fund Balance	\$	868.68	(A1) From Report**
Revenue	\$	1,575.00	(A2)
Expenditures	\$	2,443.68	(B1)
Ending Fund Balance	\$	(0.00)	(B2) (A1+A2-B1=B2)

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

X _____ 5/7/2021
 (Signature Below) Date

Sponsor's Signature
X Rachel Kaiser _____ 5/7/2021
 Date

Activity Fund Custodian's Signature
 Signed by: 27aed09b-95b3-4829-b71d-5b812b97f37f



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

200 Creekwood Elementary

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses	\$ 50.00
2021-2022	Lodging	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 150.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Tutors	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 50.00
2021-2022	Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Robotics competitions; Robot parts	\$ 50.00
Total Expenditures		\$ 700.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

200 Creekwood Elementary

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Purposes for which Grants were received	\$ 25.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of Equipment	\$ 25.00
Total Expenditures		\$ 150.00

PAGE 2



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

200 Creekwood Elementary

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:



<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 150.00
2021-2022	Special Events, Purchases	\$ 50.00
2021-2022	Book Fairs	\$ 50.00
2021-2022	Snack/Drink Cart	\$ 50.00
2021-2022	Read A Thon	\$ 50.00
2021-2022	Walk A Thon	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 1,650.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 500.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 300.00
2021-2022	Printing & Binding; Copying Services	\$ 300.00
2021-2022	Copy supplies and paper	\$ 300.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 200.00
2021-2022	Kitchen products & supplies	\$ 200.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 500.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 300.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 500.00
2021-2022	Technology-related supplies, small equipment & software	\$ 400.00
2021-2022	Uniforms; T-shirts	\$ 300.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 500.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 100.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 100.00
2021-2022	Refunds; Reimbursements	\$ 304.01
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 8,875.00
	Total Expenditures	\$ 13,729.01

Beginning Fund Balance	\$	12,079.01	(A1) From Report**
Revenue	\$	1,650.00	(A2)
Expenditures	\$	13,729.01	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

 (Signature Below) _____ 5/7/2021
 Date
 Sponsor's Signature
 Rachel Kaiser _____ 5/7/2021
 Date

Activity Fund Custodian's Signature
Signed by: 27aed09b-95b3-4829-b71d-5b812b97f37f



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

200 Creekwood Elementary

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 400.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 400.00
2021-2022	Snack/Drink Cart items	\$ 75.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 50.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Yearbooks; School Pictures	\$ 300.00
2021-2022	Adaptive Supplies	\$ 25.00
2021-2022	School Pet Supplies	\$ 25.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 4,600.00
2021-2022	Cleaning, Maintenance supplies	\$ 250.00
2021-2022	Incentives; Bereavement items; Special Events/ Purchases	\$ 2,500.00
Total Expenditures		\$ 8,875.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

200 Creekwood Elementary
907 DA PTA DONATION
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 1,000.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 1,000.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 50.00
2021-2022	Co-curricular materials, small equipment	\$ 50.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals; Incentives; Appreciation	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements; Beautification projects	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 300.00
	Total Expenditures	\$ 1,000.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 1,000.00	(A2)
Expenditures	\$ 1,000.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

X _____ 5/7/2021
 (Signature Below) Date
 Sponsor's Signature
 X Rachel Kaiser _____ 5/7/2021
 Date

Activity Fund Custodian's Signature
 Signed by: 27aed09b-95b3-4829-b71d-5b812b97f37f



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

200 Creekwood Elementary

ACCOUNT NAME & PROJECT:

907 DA PTA DONATION

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
2021-2022	Special Guests, Speakers, Substitutes; Clinicians	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 50.00
Total Expenditures		\$ 300.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

200 Creekwood Elementary

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW

REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Dues & Fees; Fines; Registrations	\$ 100.00
2021-2022	Donations; Gifts	\$ 150.00
2021-2022	Restaurant Profit Sharing	\$ 100.00
2021-2022	Clothing sales	\$ 100.00
2021-2022	Food item sales	\$ 150.00
2021-2022	Name Badges	\$ 150.00
2021-2022	Concession Sales	\$ 50.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 100.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 950.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Kitchen products & supplies; Lounge supplies	\$ 100.00
2021-2022	Awards, gifts, decorations, regalia, refreshments, meals; Recognition; Incentives; Appreciation; Special events	\$ 200.00
2021-2022	Refunds & Reimbursements	\$ 100.00
2021-2022	Uniforms; T-shirts	\$ 300.00
2021-2022	Fundraiser expenses	\$ 100.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 50.42
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 275.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Donations; Petty Cash	\$ 200.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 200.00
2021-2022	Appliances; Furniture & Fixtures <\$5,000; Equipment	\$ 200.00
2021-2022	Printing & Binding; Communication Services	\$ 50.00
2021-2022	Technology-related supplies, small equipment, & software	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 200.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 49.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 400.00
	Total Expenditures	\$ 2,574.42

Beginning Fund Balance	\$	1,624.42 (A1) From Report**
Revenue	\$	950.00 (A2)
Expenditures	\$	2,574.42 (B1)
Ending Fund Balance	\$	- (B2) (A1+A2-B1=B2)

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

X _____ (Signature Below)

5/7/2021

_____ Date

Sponsor's Signature

X _____ Rachel Kaiser

5/7/2021

_____ Date

Activity Fund Custodian's Signature
Signed by: 27aed09b-95b3-4829-b71d-5b812b97f37f



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

200 Creekwood Elementary

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
	Total Revenue	\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 100.00
2021-2022	Repairs & Maintenance Services	\$ 100.00
2021-2022	Contracted Services; Other Professional Services	\$ 100.00
2021-2022	Lodging	\$ 100.00
	Total Expenditures	\$ 400.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

200 Creekwood Elementary

ACCOUNT NAME & PROJECT:

986 DA UNITED WAY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 25.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 200.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 200.00	(A2)
Expenditures	\$ 200.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

_____ 5/7/2021
 (Signature below) Date
 Sponsor's Signature
 _____ 5/7/2021
 Rachel Kaiser Date

Activity Fund Custodian's Signature
Signed by: 27aed09b-95b3-4829-b71d-5b812b97f37f



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

100 Creekwood Early Childhood Ctr

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 850.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 127.02
2021-2022	Co-curricular materials, small equipment	\$ 150.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 1,027.02

Beginning Fund Balance	\$	177.02 (A1) From Report**
Revenue	\$	850.00 (A2)
Expenditures	\$	1,027.02 (B1)
Ending Fund Balance	\$	- (B2) (A1+A2-B1=B2)

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

X Riki Vickers 5/24/2021
Date

Sponsor's Signature
Signed by: c73aa7ee-18d9-4c2f-b13a-b02a14c43323
X Teresa Bowker (Email approval attached) 5/25/2021
Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

100 Creekwood Early Childhood Ctr

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
Total Expenditures		\$ 150.00

Otto, Kelle E

From: Vickers, Riki L
Sent: Tuesday, May 25, 2021 2:52 PM
To: Otto, Kelle E
Cc: Bowker, Teresa D
Subject: CWECC Activity Fund Budgets
Attachments: CWECC - Project 892 (SAF Student Raised Funds).xlsx; CWECC - Project 938 (FAF TeacherStaff Activity).xlsx

Hello Kelle,

Attached are CWECC Activity Fund Budget Worksheets for the 2021-22 school year. Mrs. Bowker was unable to add her signature so I have copied her on this email. She and I both approve ALL budget worksheets. Please accept this email for her approval. If you need anything else from us please let us know. Thank you for all you do! 😊

Note: Due to the size of the documents a second email w/attachments will be sent. 😊

Riki Vickers
Principal's Secretary
Creekwood ECC
918.505.5280 ext 2404
rlvickers@baschools.org

Broken Arrow Public Schools is an equal opportunity educational institution.

Otto, Kelle E

From: Vickers, Riki L
Sent: Tuesday, May 25, 2021 2:54 PM
To: Otto, Kelle E
Cc: Bowker, Teresa D
Subject: CWECC Activity Budget Worksheets
Attachments: CWECC - Project 986 (DA United Way).xlsx; CWECC - Project 825 (DA Grants).xlsx

Part 2 of prior email for approved CWECC Activity Fund Budget Worksheets. 😊

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BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

SCHOOL SITE:

100 Creekwood Early Childhood Ctr

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 150.00
2021-2022	Special Events, Purchases	\$ 50.00
2021-2022	Book Fairs; Box Tops	\$ 50.00
2021-2022	Snack/Drink Cart	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 1,600.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 475.00
2021-2022	Rentals; Lease Services	\$ 475.00
2021-2022	Communication Services	\$ 475.00
2021-2022	Printing & Binding; Copying Services	\$ 475.00
2021-2022	Copy supplies and paper	\$ 475.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 475.00
2021-2022	Kitchen products & supplies	\$ 475.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 575.13
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 475.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 475.00
2021-2022	Technology-related supplies, small equipment & software	\$ 475.00
2021-2022	Uniforms; T-shirts	\$ 475.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 475.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 475.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 475.00
2021-2022	Refunds; Reimbursements	\$ 475.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 7,500.00
	Total Expenditures	\$ 15,200.13

Beginning Fund Balance	\$	13,600.13	(A1) From Report**
Revenue	\$	1,600.00	(A2)
Expenditures	\$	15,200.13	(B1)
Ending Fund Balance	\$	(0.00)	(B2) (A1+A2-B1=B2)

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

Riki Vickers _____ 5/25/2021
Date

Sponsor's Signature
Signed by: c73aa7ee-18d9-4c2f-b13a-b02a14c43323
 Teresa Bowker (Email approval attached) _____ 5/25/2021
Date

Activity Fund Custodian's Signature _____



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

100 Creekwood Early Childhood Ctr

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 475.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 475.00
2021-2022	Purposes for which funds were received	\$ 500.00
2021-2022	Fundraiser Expenses	\$ 475.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 475.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 475.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 475.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 475.00
2021-2022	Contracted Services; Other Professional Services	\$ 475.00
2021-2022	Yearbooks; School Pictures	\$ 475.00
2021-2022	Adaptive Supplies	\$ 450.00
2021-2022	School Pet Supplies	\$ 450.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 475.00
2021-2022	Cleaning, Maintenance supplies	\$ 450.00
2021-2022	Incentives; Bereavement items; Special Events/ Purchases	\$ 450.00
2021-2022	Snack/Drink Cart items	\$ 450.00
Total Expenditures		\$ 7,500.00

Otto, Kelle E

From: Vickers, Riki L
Sent: Tuesday, May 25, 2021 2:52 PM
To: Otto, Kelle E
Cc: Bowker, Teresa D
Subject: CWECC Activity Fund Budgets
Attachments: CWECC - Project 892 (SAF Student Raised Funds).xlsx; CWECC - Project 938 (FAF TeacherStaff Activity).xlsx

Hello Kelle,

Attached are CWECC Activity Fund Budget Worksheets for the 2021-22 school year. Mrs. Bowker was unable to add her signature so I have copied her on this email. She and I both approve ALL budget worksheets. Please accept this email for her approval. If you need anything else from us please let us know. Thank you for all you do! 😊

Note: Due to the size of the documents a second email w/attachments will be sent. 😊

Riki Vickers
Principal's Secretary
Creekwood ECC
918.505.5280 ext 2404
rlvickers@baschools.org

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BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

100 Creekwood Early Childhood Ctr

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Lodging	\$ 25.00
Total Expenditures		\$ 150.00

Otto, Kelle E

From: Vickers, Riki L
Sent: Tuesday, May 25, 2021 2:52 PM
To: Otto, Kelle E
Cc: Bowker, Teresa D
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BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

100 Creekwood Early Childhood Ctr

ACCOUNT NAME & PROJECT:

986 DA UNITED WAY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 100.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 25.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 200.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 200.00	(A2)
Expenditures	\$ 200.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

X Riki Vickers 5/24/2021
Date

Sponsor's Signature
Signed by: c73aa7ee-18d9-4c2f-b13a-b02a14c43323
X Teresa Bowker (Email approval attached) 5/25/2021
Date

Activity Fund Custodian's Signature

Otto, Kelle E

From: Vickers, Riki L
Sent: Tuesday, May 25, 2021 2:54 PM
To: Otto, Kelle E
Cc: Bowker, Teresa D
Subject: CWECC Activity Budget Worksheets
Attachments: CWECC - Project 986 (DA United Way).xlsx; CWECC - Project 825 (DA Grants).xlsx

Part 2 of prior email for **approved** CWECC Activity Fund Budget Worksheets. 😊

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Otto, Kelle E

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To: Otto, Kelle E
Cc: Bowker, Teresa D
Subject: CWECC Activity Fund Budgets
Attachments: CWECC - Project 892 (SAF Student Raised Funds).xlsx; CWECC - Project 938 (FAF TeacherStaff Activity).xlsx

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Note: Due to the size of the documents a second email w/attachments will be sent. 😊

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Principal's Secretary
Creekwood ECC
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rlvickers@baschools.org

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BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

135 Highland Park Elem School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 850.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 1,000.00
2021-2022	Co-curricular materials, small equipment	\$ 150.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 400.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 93.83
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 2,293.83

Beginning Fund Balance	\$	1,443.83 (A1) From Report**
Revenue	\$	850.00 (A2)
Expenditures	\$	2,293.83 (B1)
Ending Fund Balance	\$	(B2) (A1+A2-B1=B2)

** Report in Accounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

Debbie Moore
 Debbie Moore
 Principal Secretary
 Signed: 11/3/4b9f5e-64d3-4f6b-84fa-f237a504b7f3
 X Keith Schmidt

5/4/2021
 Date
 5.5.21
 Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

135 Highland Park Elem School
825 DA GRANTS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

135 Highland Park Elem School

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 135.00
2021-2022	Dues & Fees; Registration fees; Rental fees	\$ 250.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit Item sales; Art sales	\$ 150.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 150.00
2021-2022	Merchandise sales (notebooks, fanny packs, key chains, stickers, pencils, etc.)	\$ 50.00
2021-2022	Concession Sales	\$ 200.00
2021-2022	Ticket Sales; Admission Costs	\$ 150.00
2021-2022	Waste Management; Dept. of Defense; Robotics Camps	\$ 100.00
2021-2022	Fundraisers, t-shirt sales etc.	\$ 200.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 1,535.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding; Copying services	\$ 10.00
2021-2022	Copy supplies and paper	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Transportation	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 300.00
2021-2022	Uniforms; T-shirts	\$ 75.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals, Incentives, Appreciation	\$ 50.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 50.00
2021-2022	Donations; Scholarships	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 700.00
	Total Expenditures	\$ 1,735.00

Beginning Fund Balance	\$	200.00	(A1) From Report**
Revenue	\$	1,535.00	(A2)
Expenditures	\$	1,735.00	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1-B2)

** Report In Accounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

X *Ashley* 5/18/2021
Date
Sponsor's Signature

X *Beth Schmidt* 5-18-21
Date
Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

135 Highland Park Elem School

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses	\$ 50.00
2021-2022	Lodging	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 150.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Tutors	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 50.00
2021-2022	Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Robotics competitions; Robot parts	\$ 50.00
Total Expenditures		\$ 700.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

135 Highland Park Elem School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Books Fairs	\$ 2,000.00
2021-2022	Dues & Fees; Fines; Lost/Damaged books and materials	\$ 250.00
2021-2022	Donations; Gifts	\$ 100.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Grants	\$ 50.00
2021-2022	Read-a-thons	\$ 3,000.00
2021-2022	Sticker Sales; Food Item Sales	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 5,475.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 5,000.00
2021-2022	General Supplies; Copy supplies & paper	\$ 500.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 500.00
2021-2022	Awards, gifts, decorations, regalia, and refreshments; Meals; Incentives; Appreciation	\$ 250.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000; Book racks	\$ 500.00
2021-2022	Technology-related supplies, small equipment & software	\$ 250.00
2021-2022	Fundraiser expenses	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 54.98
2021-2022	Professional Development	\$ 25.00
2021-2022	Refunds & Reimbursements	\$ 3,000.00
2021-2022	Author visits; Special Guests; Speakers; Honorariums; Clinicians; Tutors; Substitutes; Accompanists	\$ 500.00
2021-2022	Dues & Fees; Registrations; Licensing fees	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits; Substitutes	\$ 50.00
2021-2022	Travel Expenses; Transportation; Lodging	\$ 50.00
2021-2022	Petty Cash; Donations	\$ 150.00
2021-2022	Co-curricular materials	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 300.00
Total Expenditures		\$ 11,279.98

Beginning Fund Balance	\$	5,804.98	(A1) From Report**
Revenue	\$	5,475.00	(A2)
Expenditures	\$	11,279.98	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1-B2)

** Report In Accounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

Paula Clayton

5-5-21
Date

Sponsor's Signature
Signed by 2713-c52-66eb-c482d240d

5-5-21
Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

135 Highland Park Elem School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW

REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 200.00
2021-2022	Purposes for which Grants were received	\$ 50.00
Total Expenditures		\$ 300.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

135 Highland Park Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 400.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 50.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food Item sales; Clothing sales; Spirit Item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 250.00
2021-2022	Concession Sales; School Store Sales	\$ 2,500.00
2021-2022	Ticket Sales; Admission Costs	\$ 150.00
2021-2022	Special Events, Purchases	\$ 50.00
2021-2022	Book Fairs; Box Tops	\$ 50.00
2021-2022	Snack/Drink Cart	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk-a-thon Turkey Trot	\$ 7,000.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 10,775.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 900.00
2021-2022	Rentals; Lease Services	\$ 550.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding; Copying Services	\$ 50.00
2021-2022	Copy supplies and paper	\$ 300.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 59.60
2021-2022	Kitchen products & supplies	\$ 250.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 2,000.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 250.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 550.00
2021-2022	Technology-related supplies, small equipment & software	\$ 10,050.00
2021-2022	Uniforms; T-shirts	\$ 700.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 2,500.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 75.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 75.00
2021-2022	Refunds; Reimbursements	\$ 1,500.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 15,675.00
Total Expenditures		\$ 35,134.60

Beginning Fund Balance	\$	24,359.60 (A1) From Report**
Revenue	\$	10,775.00 (A2)
Expenditures	\$	35,134.60 (B1)
Ending Fund Balance	\$	- (B2) (A1+A2-B1=B2)

** Report in Accounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

Recoverable Signature

X Debbie M. Moore

5/17/2021

Date

Sponsor's Signature
Signed by: 34b0d35e-64cd-4baa-84fa-f237ab04b7f3

X Beth Schmidt

5.17.21

Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

135 Highland Park Elem School
892 SAF STUDENT RAISED FUNDS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 100.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 150.00
2021-2022	Purposes for which funds were received	\$ 1,750.00
2021-2022	Fundraiser Expenses	\$ 1,400.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 150.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 150.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 250.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 550.00
2021-2022	Contracted Services; Other Professional Services	\$ 5,050.00
2021-2022	Yearbooks; School Pictures	\$ 50.00
2021-2022	Adaptive Supplies	\$ 25.00
2021-2022	School Pet Supplies	\$ 25.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 5,050.00
2021-2022	Cleaning, Maintenance supplies	\$ 225.00
2021-2022	Incentives; Bereavement Items; Special Events/ Purchases	\$ 225.00
2021-2022	Snack/Drink Cart Items	\$ 525.00
Total Expenditures		\$ 15,675.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

135 Highland Park Elem School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW

REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Dues & Fees; Fines; Registrations	\$ 600.00
2021-2022	Donations; Gifts	\$ 150.00
2021-2022	Restaurant Profit Sharing	\$ 100.00
2021-2022	Clothing sales; Spirit Item sales	\$ 100.00
2021-2022	Food Item sales	\$ 150.00
2021-2022	Name Badges	\$ 150.00
2021-2022	Concession Sales	\$ 50.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 50.00
2021-2022	Turkey Trot Fundraiser	\$ 1,000.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 2,400.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Kitchen products & supplies; Lounge supplies	\$ 250.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; Recognition; Incentives; Appreciation; Special events	\$ 650.00
2021-2022	Refunds & Reimbursements	\$ 250.00
2021-2022	Uniforms; T-shirts; Spirit Wear	\$ 2,500.00
2021-2022	Fundraiser expenses	\$ 250.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 250.00
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 250.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 550.00
2021-2022	Donations; Petty Cash	\$ 100.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 350.00
2021-2022	Appliances; Furniture & Fixtures <\$5,000; Equipment	\$ 550.00
2021-2022	Printing & Binding; Communication Services	\$ 250.00
2021-2022	Technology-related supplies, small equipment, & software	\$ 2,050.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 550.00
2021-2022	Dues & Fees	\$ 100.00
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 150.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 9,200.00

Beginning Fund Balance	\$	6,800.00 (A1) From Report**
Revenue	\$	2,400.00 (A2)
Expenditures	\$	9,200.00 (B1)
Ending Fund Balance	\$	(B2) (A1+A2-B1-B2)

** Report in IAccounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

X Debbie Moore

5/13/2021

Date

Sponsor's Signature
Signed by: 24b0175e-64cc-411a-84fa-f237a104b7fa

X Beth Schmidt

5.14.21

Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

135 Highland Park Elem School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
	Total Revenue	\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 25.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Lodging	\$ 25.00
	Total Expenditures	\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

135 Highland Park Elem School

ACCOUNT NAME & PROJECT:

986 DA UNITED WAY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW

REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 250.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 400.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 250.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 400.00

Beginning Fund Balance	\$	(A1) From Report**
Revenue	\$ 400.00	(A2)
Expenditures	\$ 400.00	(B1)
Ending Fund Balance	\$	(B2) (A1+A2-B1-B2)

** Report in IAccounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

Debbie Moore 5/4/2021
Debbie Moore
Principal Secretary
Date

Arth Schmidt 5.5.21
Arth Schmidt
Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

175 Liberty Elem School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 229.55
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 229.55

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 39.55
2021-2022	Co-curricular materials, small equipment	\$ 10.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 10.00
2021-2022	Appliances, Furniture & Fixtures	\$ 10.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 10.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 10.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 10.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 10.00
2021-2022	Adaptive Supplies	\$ 10.00
2021-2022	Uniforms; Clothing	\$ 10.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 10.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 10.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 10.00
2021-2022	Yearbooks; Pictures	\$ 10.00
2021-2022	Contracted Services; Other Professional Services	\$ 10.00
2021-2022	Outside Improvements	\$ 10.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 40.00
Total Expenditures		\$ 229.55

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 229.55	(A2)
Expenditures	\$ 229.55	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

X Norma Alvarez 5/27/2021
Date

Sponsor's Signature
Signed by: f4768744-b9bf-4289-b290-c8b8a4b4b4b4
X Elora Orr (Email approval attached) 5/28/2021
Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

175 Liberty Elem School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 10.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 10.00
2021-2022	Rentals	\$ 10.00
2021-2022	Petty Cash; Donations	\$ 10.00
Total Expenditures		\$ 40.00

Otto, Kelle E

From: Orr, Elora
Sent: Friday, May 28, 2021 9:30 AM
To: Alvarez, Norma L
Cc: Otto, Kelle E
Subject: RE: Liberty Budget Guidelines #1

Approve. Thank you.

From: Alvarez, Norma L
Sent: Thursday, May 27, 2021 3:16 PM
To: Orr, Elora <eorr@baschools.org>
Cc: Otto, Kelle E <kotto@baschools.org>
Subject: Liberty Budget Guidelines #1

Good Afternoon Mrs. Orr,

Here are the first 3 budget guidelines for the 2021-2022 school year. Do you approve?

Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary



Otto, Kelle E

From: Alvarez, Norma L
Sent: Thursday, May 27, 2021 3:16 PM
To: Orr, Elora
Cc: Otto, Kelle E
Subject: Liberty Budget Guidelines #1
Attachments: Copy of LB - Project 825 (DA Grants).xlsx; Copy of LB - Project 889 (DA Media Center).xlsx; Copy of LB - Project 892 (SAF Student Raised Funds).xlsx

Good Afternoon Mrs. Orr,

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Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary





BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

175 Liberty Elem School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 100.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Purposes for which Grants were received	\$ 50.00
Total Expenditures		\$ 200.00

PAGE 2

Otto, Kelle E

From: Orr, Elora
Sent: Friday, May 28, 2021 9:30 AM
To: Alvarez, Norma L
Cc: Otto, Kelle E
Subject: RE: Liberty Budget Guidelines #1

Approve. Thank you.

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Cc: Otto, Kelle E <kotto@baschools.org>
Subject: Liberty Budget Guidelines #1

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Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary



Otto, Kelle E

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Sent: Thursday, May 27, 2021 3:16 PM
To: Orr, Elora
Cc: Otto, Kelle E
Subject: Liberty Budget Guidelines #1
Attachments: Copy of LB - Project 825 (DA Grants).xlsx; Copy of LB - Project 889 (DA Media Center).xlsx; Copy of LB - Project 892 (SAF Student Raised Funds).xlsx

Good Afternoon Mrs. Orr,

Here are the first 3 budget guidelines for the 2021-2022 school year. Do you approve?

Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary





BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

175 Liberty Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 1,140.64
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 1,000.00
2021-2022	Catalog/Brochure Sales	\$ 300.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 2,000.00
2021-2022	Reimbursements; Refunds	\$ 1,000.00
2021-2022	Interest; Commissions	\$ 100.00
2021-2022	Restaurant profit sharing	\$ 100.00
2021-2022	School Pictures; Yearbooks	\$ 3,500.00
2021-2022	Concession Sales; School Store Sales	\$ 2,500.00
2021-2022	Ticket Sales; Admission Costs	\$ 100.00
2021-2022	Special Events, Purchases	\$ 200.00
2021-2022	Book Fairs; Box Tops	\$ 200.00
2021-2022	Snack/Drink Cart	\$ 500.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 500.00
2021-2022	Walk-a-thon Turkey Trot; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest	\$ 250.00
2021-2022	United Way	\$ 500.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 13,890.64

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 1,140.64
2021-2022	Rentals; Lease Services	\$ 500.00
2021-2022	Communication Services	\$ 500.00
2021-2022	Printing & Binding; Copying Services	\$ 500.00
2021-2022	Copy supplies and paper	\$ 1,000.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 300.00
2021-2022	Kitchen products & supplies	\$ 500.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 2,450.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 1,000.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 1,500.00
2021-2022	Technology-related supplies, small equipment & software	\$ 1,500.00
2021-2022	Uniforms; T-shirts	\$ 1,000.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 100.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 75.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 75.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 1,700.00
	Total Expenditures	\$ 13,890.64

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 13,890.64	(A2)
Expenditures	\$ 13,890.64	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

X Norma Alvarez

5/27/2021

Date

Sponsor's Signature
Signed by: f4768744-b9bf-4289-b290-c8b8a4b4b4b4

X Elora Orr (Email approval attached)

5/28/2021

Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

175 Liberty Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 50.00
2021-2022	Purposes for which funds were received	\$ 75.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 50.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Yearbooks; School Pictures	\$ 1,000.00
2021-2022	Adaptive Supplies	\$ 25.00
2021-2022	School Pet Supplies	\$ 25.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 25.00
2021-2022	Incentives; Bereavement items; Special Events/ Purchases	\$ 75.00
2021-2022	Snack/Drink Cart items	\$ 25.00
Total Expenditures		\$ 1,700.00

Otto, Kelle E

From: Orr, Elora
Sent: Friday, May 28, 2021 9:30 AM
To: Alvarez, Norma L
Cc: Otto, Kelle E
Subject: RE: Liberty Budget Guidelines #1

Approve. Thank you.

From: Alvarez, Norma L
Sent: Thursday, May 27, 2021 3:16 PM
To: Orr, Elora <eorr@baschools.org>
Cc: Otto, Kelle E <kotto@baschools.org>
Subject: Liberty Budget Guidelines #1

Good Afternoon Mrs. Orr,

Here are the first 3 budget guidelines for the 2021-2022 school year. Do you approve?

Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary



Otto, Kelle E

From: Alvarez, Norma L
Sent: Thursday, May 27, 2021 3:16 PM
To: Orr, Elora
Cc: Otto, Kelle E
Subject: Liberty Budget Guidelines #1
Attachments: Copy of LB - Project 825 (DA Grants).xlsx; Copy of LB - Project 889 (DA Media Center).xlsx; Copy of LB - Project 892 (SAF Student Raised Funds).xlsx

Good Afternoon Mrs. Orr,

Here are the first 3 budget guidelines for the 2021-2022 school year. Do you approve?

Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary





BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:	175 Liberty Elem School
ACCOUNT NAME & PROJECT:	938 FAF TEACHER/STAFF ACTIVITY
PROGRAM (ONLY for 893-Club Accounts):	SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 25.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Lodging	\$ 25.00
2021-2022	Bereavment Plant/ Card	\$ 100.00
Total Expenditures		\$ 250.00

Otto, Kelle E

From: Orr, Elora
Sent: Friday, May 28, 2021 9:30 AM
To: Alvarez, Norma L
Cc: Otto, Kelle E
Subject: RE: Liberty Budget Guidelines #2

Approve. Thank you!

From: Alvarez, Norma L
Sent: Thursday, May 27, 2021 3:19 PM
To: Orr, Elora <eorr@baschools.org>
Cc: Otto, Kelle E <kotto@baschools.org>
Subject: Liberty Budget Guidelines #2

Good Afternoon Mrs. Orr,

Here are the second 3 budget guidelines for the 2021-2022 school year. Do you approve?

Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary



Otto, Kelle E

From: Alvarez, Norma L
Sent: Thursday, May 27, 2021 3:19 PM
To: Orr, Elora
Cc: Otto, Kelle E
Subject: Liberty Budget Guidelines #2
Attachments: Copy of LB - Project 938 (FAF TeacherStaff Activity).xlsx; Copy of LB - Project 971 (DA Volunteer Account).xlsx; Copy of LB - Project 986 (DA United Way).xlsx

Good Afternoon Mrs. Orr,

Here are the second 3 budget guidelines for the 2021-2022 school year. Do you **approve?**

Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary





BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

175 Liberty Elem School

ACCOUNT NAME & PROJECT:

971 DA VOLUNTEER ACCOUNT

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Dues & Fees; Registrations; Fines	\$ 1.67
2021-2022	Donations; Gifts	\$ 2.00
2021-2022	Restaurant Profit Sharing	\$ 1.00
2021-2022	Clothing sales; Spirit item sales; Catalog/Brochure Sales	\$ 1.00
2021-2022	Food item sales	\$ 1.00
2021-2022	Name Badges	\$ 1.00
2021-2022	Concession Sales	\$ 1.00
2021-2022	Vending Account/Machines	\$ 1.00
2021-2022	Car wash sales	\$ 1.00
2021-2023	Restaurant profit sharing	\$ 1.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ -
Total Revenue		\$ 11.67

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Kitchen products & supplies; Lounge supplies	\$ 1.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; bereavement, showers, retirement, appreciation, etc.	\$ 1.00
2021-2022	Refunds & Reimbursements	\$ 1.00
2021-2022	Uniforms	\$ 1.67
2021-2022	Fundraiser expenses	\$ 1.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 1.00
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 0.50
2021-2022	Payroll; Employee Pay & Benefits	\$ 0.50
2021-2022	Donations; Petty Cash	\$ 0.50
2021-2022	Professional Development; Travel expenses; Lodging	\$ 0.50
2021-2022	Appliances; Furniture & Fixtures <\$5,000	\$ 0.50
2021-2022	Printing & Binding; Communication Services	\$ 0.50
2021-2022	Technology-related supplies, small equipment, & software	\$ 0.50
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 0.50
2021-2022	Dues & Fees	\$ 0.50
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 0.50
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ -
Total Expenditures		\$ 11.67

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 11.67	(A2)
Expenditures	\$ 11.67	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

X Norma Alvarez 5/27/2021
Date

Sponsor's Signature
Signed by: f4768744-b9bf-4289-b290-c8b8a4b4b4b4
X Elora Orr (Email approval attached) 5/28/2021
Date

Activity Fund Custodian's Signature

Otto, Kelle E

From: Orr, Elora
Sent: Friday, May 28, 2021 9:30 AM
To: Alvarez, Norma L
Cc: Otto, Kelle E
Subject: RE: Liberty Budget Guidelines #2

Approve. Thank you!

From: Alvarez, Norma L
Sent: Thursday, May 27, 2021 3:19 PM
To: Orr, Elora <eorr@baschools.org>
Cc: Otto, Kelle E <kotto@baschools.org>
Subject: Liberty Budget Guidelines #2

Good Afternoon Mrs. Orr,

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Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary



Otto, Kelle E

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Sent: Thursday, May 27, 2021 3:19 PM
To: Orr, Elora
Cc: Otto, Kelle E
Subject: Liberty Budget Guidelines #2
Attachments: Copy of LB - Project 938 (FAF TeacherStaff Activity).xlsx; Copy of LB - Project 971 (DA Volunteer Account).xlsx; Copy of LB - Project 986 (DA United Way).xlsx

Good Afternoon Mrs. Orr,

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Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary





BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

175 Liberty Elem School
986 DA UNITED WAY
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 125.00
2021-2022	Dues & Fees	\$ 25.00
2021-2022	Restaurant Profit Sharing	\$ 25.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 125.00
2021-2022	Fundraiser Expenses	\$ 25.00
2021-2022	Petty Cash	\$ 5.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 20.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 200.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 200.00	(A2)
Expenditures	\$ 200.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

Norma Alvarez 5/27/2021
Date
 Sponsor's Signature
 Signed by: f4768744-b9bf-4289-b290-c8b8a4b4b4b4
 Elora Orr (Email approval attached) 5/28/2021
Date
 Activity Fund Custodian's Signature

Otto, Kelle E

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Cc: Otto, Kelle E
Subject: RE: Liberty Budget Guidelines #2

Approve. Thank you!

From: Alvarez, Norma L
Sent: Thursday, May 27, 2021 3:19 PM
To: Orr, Elora <eorr@baschools.org>
Cc: Otto, Kelle E <kotto@baschools.org>
Subject: Liberty Budget Guidelines #2

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Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary



Otto, Kelle E

From: Alvarez, Norma L
Sent: Thursday, May 27, 2021 3:19 PM
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Attachments: Copy of LB - Project 938 (FAF TeacherStaff Activity).xlsx; Copy of LB - Project 971 (DA Volunteer Account).xlsx; Copy of LB - Project 986 (DA United Way).xlsx

Good Afternoon Mrs. Orr,

Here are the second 3 budget guidelines for the 2021-2022 school year. Do you approve?

Thank you,
Norma Alvarez
Principal's Secretary
Liberty Elementary





BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

150 Leisure Park Elem School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 850.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 72.85
2021-2022	Co-curricular materials, small equipment	\$ 50.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 872.85

Beginning Fund Balance	\$ 22.85 (A1) From Report**
Revenue	\$ 850.00 (A2)
Expenditures	\$ 872.85 (B1)
Ending Fund Balance	\$ (B2) (A1+A2-B1-B2)

** Report In IAccounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

Susan Doyle

Sponsor's Signature

[Signature]

Activity Fund Custodian's Signature

5/27/21

Date

5/27/21

Date



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

150 Leisure Park Elem School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="checked" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
	Total Revenue	\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
	Total Expenditures	\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

150 Leisure Park Elem School
877 SAF ROBOTICS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

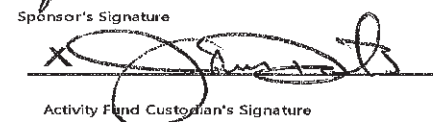
REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & Fees; Registration fees; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food Item sales; Clothing sales; Spirit Item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	Merchandise sales (notebooks, fanny packs, key chains, stickers, pencils, etc.)	\$ 50.00
2021-2022	Concession Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 150.00
2021-2022	Waste Management; Dept. of Defense; Robotics Camps	\$ 175.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 1,575.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding; Copying services	\$ 50.00
2021-2022	Copy supplies and paper	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 1,017.68
2021-2022	Uniforms; T-shirts	\$ 75.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals, Incentives, Appreciation	\$ 100.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 50.00
2021-2022	Donations; Scholarships	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 700.00
Total Expenditures		\$ 2,542.68

Beginning Fund Balance	\$	967.68 (A1) From Report**
Revenue	\$	1,575.00 (A2)
Expenditures	\$	2,542.68 (B1)
Ending Fund Balance	\$	(B2) (A1+A2-B1-B2)

** Report in Accounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

Susan Dryle
 X for *Christine Behm* 5/27/21
 Date

Sponsor's Signature

 Activity Fund Custodian's Signature

5/27/21
 Date



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

150 Leisure Park Elem School

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses	\$ 50.00
2021-2022	Lodging	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 150.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Tutors	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 50.00
2021-2022	Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Robotics competitions; Robot parts	\$ 50.00
Total Expenditures		\$ 700.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

150 Leisure Park Elem School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Books Fairs	\$ 200.00
2021-2022	Dues & Fees; Fines; Lost/Damaged books and materials	\$ 450.00
2021-2022	Donations; Gifts	\$ 100.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Grants	\$ 50.00
2021-2022	Read-a-thons	\$ 25.00
2021-2022	Sticker Sales; Food Item Sales	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$
Total Revenue		\$ 900.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 2,000.00
2021-2022	General Supplies; Copy supplies & paper	\$ 50.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 300.00
2021-2022	Awards, gifts, decorations, regalia, and refreshments; Meals; Incentives; Appreciation	\$ 25.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000; Book racks	\$ 96.39
2021-2022	Technology-related supplies, small equipment & software	\$ 50.00
2021-2022	Fundraiser expenses	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	Professional Development	\$ 25.00
2021-2022	Refunds & Reimbursements	\$ 50.00
2021-2022	Author visits; Special Guests; Speakers; Honorariums; Clinicians; Tutors; Substitutes; Accompanists	\$ 50.00
2021-2022	Dues & Fees; Registrations; Licensing fees	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits; Substitutes	\$ 50.00
2021-2022	Travel Expenses; Transportation; Lodging	\$ 50.00
2021-2022	Petty Cash; Donations	\$ 50.00
2021-2022	Co-curricular materials	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 3,146.39

Beginning Fund Balance	\$	2,246.39 (A1) From Report**
Revenue	\$	900.00 (A2)
Expenditures	\$	3,146.39 (B1)
Ending Fund Balance	\$	(B2) (A1+A2-B1-B2)

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

X Laura Fowler 5/25/2021

5/25/2021
Date

Sponsor's Signature
Signed by: 2a728886-cdaf-4dc5-9ba3-d9fb3587eeeb

Activity Fund Custodian's Signature

5/27/21
Date



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

150 Leisure Park Elem School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Purposes for which Grants were received	\$ 50.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

150 Leisure Park Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 50.00
2021-2022	Catalog/Brochure Sales	\$ 500.00
2021-2022	Food Item sales; Clothing sales; Spirit Item sales; Art sales	\$ 10,000.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 300.00
2021-2022	School Pictures; Yearbooks	\$ 2,000.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 100.00
2021-2022	Special Events, Purchases	\$ 50.00
2021-2022	Book Fairs; Box Tops	\$ 50.00
2021-2022	Snack/Drink Cart	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk-a-thon Turkey Trot; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest	\$ 25.00
2021-2022	United Way	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 13,850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 3,000.00
2021-2022	Rentals; Lease Services	\$ 1,000.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding; Copying Services	\$ 150.00
2021-2022	Copy supplies and paper	\$ 500.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 100.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 5,000.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 500.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 150.00
2021-2022	Uniforms; T-shirts	\$ 2,000.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 2,534.86
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 75.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 75.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 6,050.00
Total Expenditures		\$ 21,334.86

Beginning Fund Balance	\$	7,484.86	(A1) From Report**
Revenue	\$	13,850.00	(A2)
Expenditures	\$	21,334.86	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1-B2)

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

Susan Doyle

5/27/21
Date

[Signature]

5/27/21
Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

150 Leisure Park Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 100.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 2,000.00
2021-2022	Purposes for which funds were received	\$ 75.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 1,000.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 200.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 300.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 100.00
2021-2022	Contracted Services; Other Professional Services	\$ 2,000.00
2021-2022	Yearbooks; School Pictures	\$ 50.00
2021-2022	Adaptive Supplies	\$ 25.00
2021-2022	School Pet Supplies	\$ 25.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 25.00
2021-2022	Incentives; Bereavement Items; Special Events/ Purchases	\$ 25.00
2021-2022	Snack/Drink Cart Items	\$ 25.00
Total Expenditures		\$ 6,050.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

150 Leisure Park Elem School
938 FAF TEACHER/STAFF ACTIVITY
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Dues & Fees; Fines; Registrations	\$ 1,500.00
2021-2022	Donations; Gifts	\$ 150.00
2021-2022	Restaurant Profit Sharing	\$ 100.00
2021-2022	Clothing sales; Spirit item sales	\$ 100.00
2021-2022	Food item sales	\$ 1,500.00
2021-2022	Name Badges	\$ 150.00
2021-2022	Concession Sales	\$ 50.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 3,650.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Kitchen products & supplies; Lounge supplies	\$ 200.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; Recognition; Incentives; Appreciation; Special events	\$ 3,700.00
2021-2022	Refunds & Reimbursements	\$ 50.00
2021-2022	Uniforms; T-shirts; Spirit Wear	\$ 600.00
2021-2022	Fundraiser expenses	\$ 100.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 50.00
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Donations; Petty Cash	\$ 100.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 50.00
2021-2022	Appliances; Furniture & Fixtures <\$5,000; Equipment	\$ 50.00
2021-2022	Printing & Binding; Communication Services	\$ 50.00
2021-2022	Technology-related supplies, small equipment, & software	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 280.55
Total Expenditures		\$ 5,530.55

Beginning Fund Balance	\$	1,880.55 (A1) From Report**
Revenue	\$	3,650.00 (A2)
Expenditures	\$	5,530.55 (B1)
Ending Fund Balance	\$	(B2) (A1+A2-B1-B2)

** Report in IAccounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

Erin Shelby

5/25/2021

Date

Sponsor's Signature

Signed by: d5db0106-5b24-4fce-b8c7-91999f748a24

5/27/21

Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

150 Leisure Park Elem School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 125.00
2021-2022	Repairs & Maintenance Services	\$ 80.55
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Logging	\$ 25.00
Total Expenditures		\$ 280.55



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE: **150 Leisure Park Elem School**

ACCOUNT NAME & PROJECT: **986 DA UNITED WAY**

PROGRAM (ONLY for 893-Club Accounts): **SELECT PROGRAM (ONLY FOR PROJECT 893)**

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 25.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 200.00

Beginning Fund Balance	\$	-	(A1) From Report**
Revenue	\$	200.00	(A2)
Expenditures	\$	200.00	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1-B2)

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

Susan Doyle

 Sponsor's Signature

[Signature]

 Activity Fund Custodian's Signature

5-27-21
 Date

5/27/21
 Date



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

150 Leisure Park Elem School
994 SAF TIGER CHALLENGE
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Dues & Fees	\$ 100.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs	\$ 175.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Concession Sales	\$ 125.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 550.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Co-curricular Materials; small equipment	\$ 25.00
2021-2022	Awards, Gifts, Decorations, Regalia, and Refreshments	\$ 240.00
2021-2022	Kitchen Products & Supplies	\$ 25.00
2021-2022	Travel Expenses; Transportation; Lodging	\$ 50.00
2021-2022	Special guests, Speakers, Substitutes, Clinicians; Tutors	\$ 50.00
2021-2022	General Supplies	\$ 123.50
2021-2022	Uniforms; T-shirts	\$ 25.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Refunds & Reimbursements	\$ 25.00
2021-2022	Rentals; Lease Services	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 838.50

Beginning Fund Balance	\$	288.50 (A1) From Report**
Revenue	\$	550.00 (A2)
Expenditures	\$	838.50 (B1)
Ending Fund Balance	\$	(B2) (A1+A2-B1-B2)

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

Dana Lord

6/25/21
Date

Sponsor's Signature
Signed by: a9862344-8b1a-435d-b070-2dfca5b48b2e

5/27/21
Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

140 Lynn Wood Elem School
825 DA GRANTS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 850.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 50.00
2021-2022	Co-curricular materials, small equipment	\$ 50.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 850.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 850.00	(A2)
Expenditures	\$ 850.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

X Tami Slis (Email approval attached) 5/28/2021
Date

Sponsor's Signature

X Chris D. England 5/28/2021
Date

Activity Fund Custodian's Signature
Signed by: 87b95ece-35be-4245-a379-f14c783ad41d



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE: **140 Lynn Wood Elem School**

ACCOUNT NAME & PROJECT: **825 DA GRANTS**

PROGRAM (ONLY for 893-Club Accounts): **SELECT PROGRAM (ONLY FOR PROJECT 893)**

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
Total Expenditures		\$ 150.00

Otto, Kelle E

From: Slis, Tami
Sent: Friday, May 28, 2021 12:15 PM
To: Otto, Kelle E
Subject: FW: Project 825 DA Grants
Attachments: Copy of Copy of LW - Project 825 (DA Grants).xlsx

Importance: High

From: England, Christopher
Sent: Friday, May 28, 2021 12:12 PM
To: Slis, Tami <tslis@baschools.org>
Subject: RE: Project 825 DA Grants
Importance: High

From: Slis, Tami
Sent: Friday, May 28, 2021 11:18 AM
To: England, Christopher <cenland@baschools.org>
Subject: Project 825 DA Grants

I approve Budget Guidelines for Project 825 DA Grants

Tami Slis, Sponsor
Lynn Wood Elementary



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

140 Lynn Wood Elem School

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses	\$ 100.00
2021-2022	Lodging	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 150.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Tutors	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 50.00
2021-2022	Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Robotics competitions; Robot parts	\$ 50.00
Total Expenditures		\$ 750.00

Otto, Kelle E

From: Slish, Tami
Sent: Friday, May 28, 2021 12:31 PM
To: Otto, Kelle E
Subject: FW: Project 877 SAF Robotics
Attachments: Copy of Copy of LW - Project 877 (SAF Robotics).xlsx

Importance: High

From: England, Christopher
Sent: Friday, May 28, 2021 12:28 PM
To: Slish, Tami <tslish@baschools.org>
Subject: RE: Project 877 SAF Robotics
Importance: High

I approve Budget Guidelines for Project 877 SAF Robotics

Chris D. England
Principal
Lynn Wood Elementary
Broken Arrow Public Schools

From: Fincher, Nathaniel J
Sent: Friday, May 28, 2021 12:20 PM
To: England, Christopher <cengland@baschools.org>
Subject: FW: Project 877 SAF Robotics
Importance: High

As sponsor of Botball robotics I approve Budget Guidelines for Project 877 SAF ROBOTICS.

Nate Fincher
Media Specialist
Lynn Wood Elementary

A journey of a thousand miles
must begin with a single step.

-Lao-tzu-



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

140 Lynn Wood Elem School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 500.00
2021-2022	Purposes for which Grants were received	\$ 50.00
Total Expenditures		\$ 600.00

Otto, Kelle E

From: Slish, Tami
Sent: Friday, May 28, 2021 12:22 PM
To: Otto, Kelle E
Subject: FW: Project 889 Media Center
Attachments: Copy of Copy of LW - Project 889 (DA Media Center).xlsx

Importance: High

From: England, Christopher
Sent: Friday, May 28, 2021 12:19 PM
To: Slish, Tami <tslish@baschools.org>
Subject: Project 889 Media Center
Importance: High

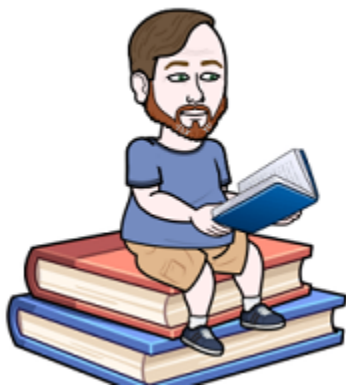
From: Fincher, Nathaniel J
Sent: Friday, May 28, 2021 12:00 PM
To: England, Christopher <cengland@baschools.org>
Subject: Project 889 Media Center
Importance: High

I Nathaniel J Fincher of sound mind hereby approve Budget Guidelines of Project 889 Media Center.

Nate Fincher
Media Specialist
Lynn Wood Elementary

A journey of a thousand miles
must begin with a single step.

-Lao-tzu-





BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

140 Lynn Wood Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 100.00
2021-2022	Special Events, Purchases	\$ 50.00
2021-2022	Book Fairs; Box Tops	\$ 50.00
2021-2022	Snack/Drink Cart	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.); Pencil Sales; Square 1 Art	\$ 25.00
2021-2022	Walk-a-thon Turkey Trot; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest	\$ 25.00
2021-2022	United Way	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 1,600.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 2,000.00
2021-2022	Rentals; Lease Services	\$ 150.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding; Copying Services	\$ 677.36
2021-2022	Copy supplies and paper	\$ 2,050.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 550.00
2021-2022	Kitchen products & supplies	\$ 350.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 4,050.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 400.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 4,000.00
2021-2022	Technology-related supplies, small equipment & software	\$ 5,050.00
2021-2022	Uniforms; T-shirts	\$ 3,000.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 500.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 100.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 75.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 7,975.00
Total Expenditures		\$ 31,027.36

Beginning Fund Balance	\$	29,427.36	(A1) From Report**
Revenue	\$	1,600.00	(A2)
Expenditures	\$	31,027.36	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

Tami Slis (Email approval attached) 5/28/2021
Date

Sponsor's Signature
 Chris D. England 5/28/2021 5/28/2021
Date

Activity Fund Custodian's Signature
 Signed by: 87b95ece-35be-4245-a379-f14c783ad41d



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

140 Lynn Wood Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 100.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 500.00
2021-2022	Purposes for which funds were received	\$ 500.00
2021-2022	Fundraiser Expenses	\$ 1,000.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 1,000.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 200.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 1,000.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 1,000.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Yearbooks; School Pictures	\$ 50.00
2021-2022	Adaptive Supplies	\$ 500.00
2021-2022	NEHS Supplies; Accessories	\$ 400.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 1,000.00
2021-2022	Cleaning, Maintenance supplies	\$ 100.00
2021-2022	Incentives; Bereavement items; Special Events/ Purchases	\$ 400.00
2021-2022	Snack/Drink Cart items	\$ 25.00
2021-2022	NEHS Dues	\$ 150.00
Total Expenditures		\$ 7,975.00

Otto, Kelle E

From: Slish, Tami
Sent: Friday, May 28, 2021 12:16 PM
To: Otto, Kelle E
Subject: FW: 892 SAF Student Raised Funds
Attachments: Copy of LW - Project 892 (SAF Student Raised Funds).xlsx

Importance: High

From: England, Christopher
Sent: Friday, May 28, 2021 12:12 PM
To: Slish, Tami <tslish@baschools.org>
Subject: RE: 892 SAF Student Raised Funds
Importance: High

From: Slish, Tami
Sent: Friday, May 28, 2021 11:20 AM
To: England, Christopher <cenland@baschools.org>
Subject: 892 SAF Student Raised Funds

I approve Budget Guidelines for Project 892 SAF Student Raised Funds.

Tami Slish, Sponsor
Lynn Wood Elementar



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

140 Lynn Wood Elem School

ACCOUNT NAME & PROJECT:

907 DA PTA DONATION

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 1,000.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 1,000.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 50.00
2021-2022	Co-curricular materials, small equipment	\$ 50.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 88.62
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals; Incentives; Appreciation	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements; Beautification projects	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 300.00
Total Expenditures		\$ 1,038.62

Beginning Fund Balance	\$	38.62 (A1) From Report**
Revenue	\$	1,000.00 (A2)
Expenditures	\$	1,038.62 (B1)
Ending Fund Balance	\$	- (B2) (A1+A2-B1=B2)

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

X Tami Slish (Email approval attached) 5/28/2021
Date

Sponsor's Signature

X Chris D. England 5/28/2021 5/28/2021
Date

Activity Fund Custodian's Signature
Signed by: 87b95ece-35be-4245-a379-f14c783ad41d



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

140 Lynn Wood Elem School

ACCOUNT NAME & PROJECT:

907 DA PTA DONATION

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
2021-2022	Special Guests, Speakers, Substitutes; Clinicians; Tutors	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 25.00
2021-2022	Purposes for which funds were received	\$ 25.00
Total Expenditures		\$ 300.00

Otto, Kelle E

From: Slis, Tami
Sent: Friday, May 28, 2021 12:16 PM
To: Otto, Kelle E
Subject: FW: 907 DA PTA Donation
Attachments: Copy of LW - Project 907 (DA PTA Donation).xlsx

Importance: High

From: England, Christopher
Sent: Friday, May 28, 2021 12:13 PM
To: Slis, Tami <tslis@baschools.org>
Subject: RE: 907 DA PTA Donation
Importance: High

From: Slis, Tami
Sent: Friday, May 28, 2021 11:21 AM
To: England, Christopher <cengland@baschools.org>
Subject: 907 DA PTA Donation

I approve Budget Guidelines for 907 DA PTA Donation.

Tami Slis, Sponsor
Lynn Wood Elementary



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

140 Lynn Wood Elem School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Dues & Fees; Fines; Registrations	\$ 100.00
2021-2022	Donations; Gifts	\$ 150.00
2021-2022	Restaurant Profit Sharing	\$ 100.00
2021-2022	Clothing sales; Spirit item sales	\$ 100.00
2021-2022	Food item sales	\$ 150.00
2021-2022	Name Badges	\$ 150.00
2021-2022	Concession Sales	\$ 50.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 50.00
2021-2022	Turkey Trot Fundraiser	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 950.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Kitchen products & supplies; Lounge supplies	\$ 50.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; Recognition; Incentives; Appreciation; Special events	\$ 50.00
2021-2022	Refunds & Reimbursements	\$ 50.00
2021-2022	Uniforms; T-shirts; Spirit Wear	\$ 50.00
2021-2022	Fundraiser expenses	\$ 50.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 50.00
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 2,621.11
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Donations; Petty Cash	\$ 50.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 50.00
2021-2022	Appliances; Furniture & Fixtures <\$5,000; Equipment	\$ 50.00
2021-2022	Printing & Binding; Communication Services	\$ 50.00
2021-2022	Technology-related supplies, small equipment, & software	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 3,521.11

Beginning Fund Balance	\$	2,571.11	(A1) From Report**
Revenue	\$	950.00	(A2)
Expenditures	\$	3,521.11	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

X Tami Slish (Email approval attached) 5/28/2021

Date

Sponsor's Signature

X Chris D. England 5/28/2021 5/28/2021

Date

Activity Fund Custodian's Signature
Signed by: 87b95ece-35be-4245-a379-f14c783ad41d



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

140 Lynn Wood Elem School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 25.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Lodging	\$ 25.00
Total Expenditures		\$ 150.00

PAGE 2

Otto, Kelle E

From: Slis, Tami
Sent: Friday, May 28, 2021 12:14 PM
To: Otto, Kelle E
Subject: FW: 938 FAF Teacher/Staff Activity
Attachments: Copy of LW - Project 938 (FAF TeacherStaff Activity).xlsx

Importance: High

From: England, Christopher
Sent: Friday, May 28, 2021 12:11 PM
To: Slis, Tami <tslis@baschools.org>
Subject: RE: 938 FAF Teacher/Staff Activity
Importance: High

From: Slis, Tami
Sent: Friday, May 28, 2021 11:23 AM
To: England, Christopher <cenland@baschools.org>
Subject: 938 FAF Teacher/Staff Activity

I approve Budget Guidelines for Project 938 FAF Teacher/Staff Activity.

Tami Slis, Sponsor
Lynn Wood Elementary

Otto, Kelle E

From: Slish, Tami
Sent: Friday, May 28, 2021 12:17 PM
To: Otto, Kelle E
Subject: FW: 971 DA Volunteer Account
Attachments: Copy of LW - Project 971 (DA Volunteer Account).xlsx

Importance: High

From: England, Christopher
Sent: Friday, May 28, 2021 12:14 PM
To: Slish, Tami <tslish@baschools.org>
Subject: RE: 971 DA Volunteer Account
Importance: High

From: Slish, Tami
Sent: Friday, May 28, 2021 11:24 AM
To: England, Christopher <cengland@baschools.org>
Subject: 971 DA Volunteer Account

I approve Budget Guidelines for Project 971 DA Volunteer Account

Tami Slish, Sponsor
Lynn Wood Elementary

Otto, Kelle E

From: Slish, Tami
Sent: Friday, May 28, 2021 12:29 PM
To: Otto, Kelle E
Subject: FW: Project 986 DA United Way
Attachments: Copy of LW - Project 986 (DA United Way).xlsx

Importance: High

From: England, Christopher
Sent: Friday, May 28, 2021 12:26 PM
To: Slish, Tami <tslish@baschools.org>
Subject: RE: Project 986 DA United Way
Importance: High

From: Slish, Tami
Sent: Friday, May 28, 2021 12:21 PM
To: England, Christopher <cenland@baschools.org>
Subject: Project 986 DA United Way

I approve Budget Guidelines for Project 986 DA United Way

Tami Slish, Sponsor
Lynn Wood Elementary



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

140 Lynn Wood Elem School

ACCOUNT NAME & PROJECT:

994 SAF TIGER CHALLENGE

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 50.00
2021-2022	Dues & Fees	\$ 100.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs	\$ 175.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Concession Sales	\$ 125.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 550.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 84.60
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Co-curricular Materials; small equipment	\$ 125.00
2021-2022	Awards, Gifts, Decorations, Regalia, and Refreshments	\$ 125.00
2021-2022	Kitchen Products & Supplies	\$ 100.00
2021-2022	Travel Expenses; Transportation; Lodging	\$ 75.00
2021-2022	Special guests, Speakers, Substitutes, Clinicians; Tutors	\$ 50.00
2021-2022	General Supplies	\$ 150.00
2021-2022	Uniforms; T-shirts	\$ 125.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Refunds & Reimbursements	\$ 25.00
2021-2022	Rentals; Lease Services	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 1,084.60

Beginning Fund Balance	\$	534.60	(A1) From Report**
Revenue	\$	550.00	(A2)
Expenditures	\$	1,084.60	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

X Jennifer Quinten 5/28/2021
Date

Sponsor's Signature
Signed by: a6a00e9c-249d-4cfa-92a9-4d9937e934fe

X Christopher England (Email approval attached) 5/28/2021
Date

Activity Fund Custodian's Signature

From: [Slish, Tami](#)
To: [Otto, Kelle E](#)
Subject: FW: Project 994
Date: Friday, May 28, 2021 12:19:44 PM
Attachments: [Copy of LW - Project 994 \(SAF Tiger Challenge\).xlsx](#)
Importance: High

From: England, Christopher
Sent: Friday, May 28, 2021 12:18 PM
To: Slish, Tami <tslish@baschools.org>
Subject: Project 994
Importance: High

I approve the SAF Project 994 Tiger Challenge budget guidelines for the 2021-2022 school year.

Chris D. England
Principal
Lynn Wood Elementary
Broken Arrow Public Schools

From: Quinten, Jennifer D
Sent: Friday, May 28, 2021 11:34 AM
To: England, Christopher <cengland@baschools.org>
Subject:

I approve the SAF Project 994 Tiger Challenge budget guidelines for the 21-22 school year.

Jennifer Quinten
Tiger Challenge Sponsor

Jennifer Quinten, First Grade Teacher
Lynn Wood Elementary School
918-259-4430



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

215 Oak Crest Elementary School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
 ACCOUNT NAME & PROJECT:
 PROGRAM (ONLY for 893-Club Accounts):

215 Oak Crest Elementary School
877 SAF ROBOTICS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & Fees; Registration fees; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	Merchandise sales (notebooks, fanny packs, key chains, stickers, pencils, etc.)	\$ 50.00
2021-2022	Concession Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 150.00
2021-2022	Waste Management; Dept. of Defense; Robotics Camps	\$ 100.00
2021-2022	Special Events/Projects	\$ 75.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 1,575.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding; Copying services	\$ 50.00
2021-2022	Copy supplies and paper	\$ 134.68
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 75.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals, Incentives, Appreciation	\$ 100.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 50.00
2021-2022	Donations; Scholarships	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 700.00
Total Expenditures		\$ 1,659.68

Beginning Fund Balance	\$	84.68 (A1) From Report**
Revenue	\$	1,575.00 (A2)
Expenditures	\$	1,659.68 (B1)
Ending Fund Balance	\$	- (B2) (A1+A2-B1=B2)

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

X Terresa Petitt 5/24/2021
Date

Sponsor's Signature
 Signed by: d5b4082b-e83e-47c5-a736-d3a357e354fc

X Jana Williams 5/24/2021
Date

Activity Fund Custodian's Signature
 Signed by: f07fceef-e0c2-4615-8f89-c05501a09e63



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

215 Oak Crest Elementary School

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses	\$ 50.00
2021-2022	Lodging	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 150.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Tutors	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 50.00
2021-2022	Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Robotics competitions; Robot parts	\$ 50.00
Total Expenditures		\$ 700.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

215 Oak Crest Elementary School
889 DA MEDIA CENTER
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="checked" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Books Fairs	\$ 200.00
2021-2022	Dues & Fees; Fines; Lost/Damaged books and materials	\$ 450.00
2021-2022	Donations; Gifts	\$ 100.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Grants	\$ 50.00
2021-2022	Read-a-thons	\$ 25.00
2021-2022	Sticker Sales; Food Item Sales	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 900.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 1,000.00
2021-2022	General Supplies; Copy supplies & paper	\$ 50.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 500.00
2021-2022	Awards, gifts, decorations, regalia, and refreshments; Meals; Incentives; Appreciation	\$ 25.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000; Book racks	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 285.55
2021-2022	Fundraiser expenses	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	Professional Development	\$ 25.00
2021-2022	Refunds & Reimbursements	\$ 50.00
2021-2022	Author visits; Special Guests; Speakers; Honorariums; Clinicians; Tutors; Substitutes; Accompanists	\$ 500.00
2021-2022	Dues & Fees; Registrations; Licensing fees	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits; Substitutes	\$ 50.00
2021-2022	Travel Expenses; Transportation; Lodging	\$ 50.00
2021-2022	Petty Cash; Donations	\$ 50.00
2021-2022	Co-curricular materials	\$ 200.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 150.00
	Total Expenditures	\$ 3,135.55

Beginning Fund Balance	\$	2,235.55	(A1) From Report**
Revenue	\$	900.00	(A2)
Expenditures	\$	3,135.55	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

X Amanda Stone 5/24/2021

Date

Sponsor's Signature
Signed by: d5b4082b-e83e-47c5-a736-d3a357e354fc

X Jana Williams 5/24/2021

Date

Activity Fund Custodian's Signature
Signed by: f07fceed-e0c2-4615-8f89-c05501a09e63



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

215 Oak Crest Elementary School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Purposes for which Grants were received	\$ 50.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

215 Oak Crest Elementary School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 100.00
2021-2022	Special Events, Purchases	\$ 50.00
2021-2022	Book Fairs; Box Tops; Garage Sales	\$ 50.00
2021-2022	Snack/Drink Cart	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk-a-thons; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest	\$ 100.00
2021-2022	United Way	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 1,050.00
	Total Revenue	\$ 2,700.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding; Copying Services	\$ 50.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 7,434.09
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 150.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 100.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 75.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 75.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 31,650.00
	Total Expenditures	\$ 40,034.09

Beginning Fund Balance	\$	37,334.09	(A1) From Report**
Revenue	\$	2,700.00	(A2)
Expenditures	\$	40,034.09	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

Terresa Petitt 5/24/2021
Date

Sponsor's Signature
Signed by: d5b4082b-e83e-47c5-a736-d3a357e354fc
 Jana Williams 5/24/2021
Date

Activity Fund Custodian's Signature
Signed by: f07fceeef-e0c2-4615-8f89-c05501a09e63



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

215 Oak Crest Elementary School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
2021-2022	Chromebook Repair fees	\$ 25.00
2021-2022	Health Challenges; Sticker Machine	\$ 25.00
2021-2022	School Store	\$ 1,000.00
Total Revenue		\$ 1,050.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 50.00
2021-2022	Purposes for which funds were received	\$ 75.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 50.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 1,050.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Yearbooks; School Pictures	\$ 50.00
2021-2022	Adaptive Supplies	\$ 25.00
2021-2022	School Pet Supplies	\$ 25.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 30,000.00
2021-2022	Cleaning, Maintenance supplies	\$ 25.00
2021-2022	Incentives; Bereavement items; Special Events/ Purchases	\$ 25.00
2021-2022	Snack/Drink Cart items	\$ 25.00
Total Expenditures		\$ 31,650.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

215 Oak Crest Elementary School
938 FAF TEACHER/STAFF ACTIVITY
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

X NEW
REVISED

Table with columns: Fiscal Year, Deposits, Estimated Amount. Lists various revenue sources like Dues & Fees, Donations, etc.

Table with columns: Fiscal Year, Expenses, Estimated Amount. Lists various expense categories like Kitchen products, Awards, etc.

Summary table with rows: Beginning Fund Balance, Revenue, Expenditures, Ending Fund Balance.

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

X Teresa Petitt 5/24/2021 Date

Sponsor's Signature
Signed by: d5b4082b-e83e-47c5-a736-d3a357e354fc
X Jana Williams 5/24/2021 Date

Activity Fund Custodian's Signature
Signed by: f07fceeef-e0c2-4615-8f89-c05501a09e63



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

215 Oak Crest Elementary School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 25.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Lodging	\$ 25.00
2021-2022	Bereavement, Wedding and Baby Shower Items	\$ 50.00
Total Expenditures		\$ 200.00

PAGE 2



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

215 Oak Crest Elementary School

ACCOUNT NAME & PROJECT:

986 DA UNITED WAY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 25.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 200.00

Beginning Fund Balance	\$	-	(A1) From Report**
Revenue	\$	200.00	(A2)
Expenditures	\$	200.00	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

Terresa Petitt 5/24/2021
Date

Sponsor's Signature
Signed by: d5b4082b-e83e-47c5-a736-d3a357e354fc
 Jana Williams 5/24/2021
Date

Activity Fund Custodian's Signature
Signed by: f07fceeef-e0c2-4615-8f89-c05501a09e63



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

215 Oak Crest Elementary School

ACCOUNT NAME & PROJECT:

994 SAF TIGER CHALLENGE

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 50.00
2021-2022	Dues & Fees	\$ 100.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs	\$ 175.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Concession Sales	\$ 75.00
2021-2022	Special Projects/Events	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 550.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Co-curricular Materials; small equipment	\$ 25.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments, Incentives	\$ 25.00
2021-2022	Kitchen Products & Supplies	\$ 25.00
2021-2022	Travel Expenses; Transportation; Lodging	\$ 50.00
2021-2022	Special guests, Speakers, Substitutes, Clinicians; Tutors	\$ 50.00
2021-2022	General Supplies; Copy supplies & Paper	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 25.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of Equipment	\$ 143.42
2021-2022	Refunds & Reimbursements	\$ 25.00
2021-2022	Rentals; Lease Services	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Expenditures	\$ 643.42

Beginning Fund Balance	\$	93.42 (A1) From Report**
Revenue	\$	550.00 (A2)
Expenditures	\$	643.42 (B1)
Ending Fund Balance	\$	- (B2) (A1+A2-B1=B2)

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

Terresa Petitt 5/24/2021
Date

Sponsor's Signature
Signed by: d5b4082b-e83e-47c5-a736-d3a357e354fc

Jana Williams 5/24/2021
Date

Activity Fund Custodian's Signature
Signed by: f07fceed-e0c2-4615-8f89-c05501a09e63



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

107 Park Lane Early Childhood Ctr

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

		REVENUE	
Fiscal Year	Deposits	Estimated Amount	
2021-2022	Donations; Grants; Gifts	\$	100.00
Go to Page 2 if more rows/cells are needed			
Total from Page 2		\$	-
Total Revenue		\$	100.00

		EXPENDITURES	
Fiscal Year	Expenses	Estimated Amount	
2021-2022	Purpose for which Grants or Donations were Received	\$	25.00
2021-2022	Co-curricular materials, small equipment	\$	10.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$	10.00
2021-2022	Appliances, Furniture & Fixtures	\$	5.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$	15.00
2021-2022	General Supplies <\$5,000 non-durable	\$	25.48
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$	10.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$	6.00
2021-2022	Adaptive Supplies	\$	6.00
2021-2022	Uniforms; Clothing	\$	6.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$	6.00
2021-2022	Professional Development; Travel expenses; Transportation	\$	6.00
2021-2022	Dues & Fees; Registrations; Lodging	\$	6.00
2021-2022	Yearbooks; Pictures	\$	6.00
2021-2022	Contracted Services; Other Professional Services	\$	6.00
2021-2022	Outside Improvements	\$	6.00
Go to Page 2 if more rows/cells are needed			
Total from Page 2		\$	24.00
Total Expenditures		\$	178.48

Beginning Fund Balance	\$	78.48 (A1) From Report**	
Revenue	\$	100.00 (A2)	
Expenditures	\$	178.48 (B1)	
Ending Fund Balance	\$	- (B2) (A1+A2-B1=B2)	

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

Linda L. Caldwell 5/24/21
 Date

Sponsor's Signature
 Dana DeWise 5/24/21
 Activity Fund Custodian's Signature Date



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

107 Park Lane Early Childhood Ctr

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 2,000.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 1,000.00
2021-2022	Reimbursements; Refunds	\$ 25.00
2021-2022	Interest; Commissions	\$ 25.00
2021-2022	Restaurant profit sharing	\$ 500.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 1,000.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 25.00
2021-2022	Special Events, Purchases	\$ 50.00
2021-2022	Book Fairs; Box Tops; Garage Sales	\$ 50.00
2021-2022	Snack/Drink Cart	\$ 25.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk-a-thons; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest	\$ 3,000.00
2021-2022	United Way	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ 165.00
Total Revenue		\$ 8,415.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 3,500.00
2021-2022	Rentals; Lease Services	\$ 100.00
2021-2022	Communication Services	\$ 100.00
2021-2022	Printing & Binding; Copying Services	\$ 500.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 1,000.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 500.00
2021-2022	Kitchen products & supplies	\$ 500.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 5,048.86
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 2,000.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 1,000.00
2021-2022	Technology-related supplies, small equipment & software	\$ 3,000.00
2021-2022	Uniforms; T-shirts	\$ 4,000.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 500.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 200.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 100.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ 11,175.00
Total Expenditures		\$ 33,273.86

Beginning Fund Balance	\$		24,858.86	(A1) From Report**
Revenue	\$		8,415.00	(A2)
Expenditures	\$		33,273.86	(B1)
Ending Fund Balance	\$		-	(B2) (A1+A2-B1=B2)

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

[Signature] 5/24/21
Date

[Signature] 5/24/21
Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

107 Park Lane Early Childhood Ctr
892 SAF STUDENT RAISED FUNDS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="checked" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
2021-2022	Chromebook Repair fees	\$ 50.00
2021-2022	Health Challenges; Sticker Machine	\$ 25.00
2021-2022	Basketball Game Fundraiser	\$ 10.00
2021-2022	Student Donation Fundraiser	\$ 50.00
2021-2022	Pencil/Paper machine	\$ 10.00
2021-2022	School-wide Tournament Fundraisers	\$ 10.00
2021-2022	Recycled toner cartridges/small electronics	\$ 10.00
Total Revenue		\$ 165.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 1,000.00
2021-2022	Purposes for which funds were received	\$ 2,000.00
2021-2022	Fundraiser Expenses	\$ 2,000.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 1,000.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 100.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 100.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 100.00
2021-2022	Contracted Services; Other Professional Services	\$ 500.00
2021-2022	Yearbooks; School Pictures	\$ 200.00
2021-2022	Adaptive Supplies	\$ 100.00
2021-2022	School Pet Supplies; Family Fun Nights	\$ 1,000.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 2,000.00
2021-2022	Cleaning, Maintenance supplies	\$ 500.00
2021-2022	Incentives; Bereavement items; Special Events/ Purchases	\$ 500.00
2021-2022	Snack/Drink Cart items; Concessions	\$ 25.00
Total Expenditures		\$ 11,175.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

107 Park Lane Early Childhood Ctr

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		Estimated Amount
Fiscal Year	Deposits	
2021-2022	Dues & Fees; Fines; Registrations	\$ 500.00
2021-2022	Donations; Gifts	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 500.00
2021-2022	Clothing sales; Spirit item sales	\$ 1,000.00
2021-2022	Food item sales	\$ 150.00
2021-2022	Name Badges	\$ 150.00
2021-2022	Concession Sales	\$ 50.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 50.00
2021-2022	Bunny Hop Fundraiser	\$ 3,000.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 5,500.00

EXPENDITURES		Estimated Amount
Fiscal Year	Expenses	
2021-2022	Kitchen products & supplies; Lounge supplies; Coffee/tea Services	\$ 500.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; Recognition; Incentives; Appreciation; Special events	\$ 2,000.00
2021-2022	Refunds & Reimbursements	\$ 50.00
2021-2022	Uniforms; T-shirts; Spirit Wear	\$ 3,000.00
2021-2022	Fundraiser expenses	\$ 500.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 50.00
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Donations; Petty Cash	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 50.00
2021-2022	Appliances; Furniture & Fixtures <\$5,000; Equipment	\$ 50.00
2021-2022	Printing & Binding; Communication Services	\$ 24.02
2021-2022	Technology-related supplies, small equipment, & software	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 615.00
Total Expenditures		\$ 7,139.02

Beginning Fund Balance	\$	1,639.02	(A1) From Report**
Revenue	\$	5,500.00	(A2)
Expenditures	\$	7,139.02	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

** Report in Accounting (Wengage); Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

[Signature] 5/24/21
Date

[Signature] 5/24/21
Date
Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

107 Park Lane Early Childhood Ctr

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 25.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 15.00
2021-2022	Lodging	\$ 500.00
Total Expenditures		\$ 615.00

PAGE 2



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

107 Park Lane Early Childhood Ctr

ACCOUNT NAME & PROJECT:

986 DA UNITED WAY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

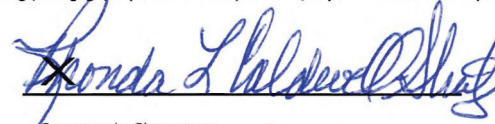

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 100.00
2021-2022	Dues & Fees	\$ 25.00
2021-2022	Restaurant Profit Sharing	\$ 25.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 100.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 5.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 20.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 200.00

Beginning Fund Balance	\$	-	(A1) From Report**
Revenue	\$	200.00	(A2)
Expenditures	\$	200.00	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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


 Linda L. Caldwell
 Signature
 5/24/21
 Date

 Dana D. Reese
 Activity Fund Custodian's Signature
 5/24/21
 Date



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
 ACCOUNT NAME & PROJECT:
 PROGRAM (ONLY for 893-Club Accounts):

110 Rhoades Elem School
825 DA GRANTS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="checked" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 850.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 50.00
2021-2022	Co-curricular materials, small equipment	\$ 50.38
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.46
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 850.84

Beginning Fund Balance	\$	0.84 (A1) From Report**	
Revenue	\$	850.00 (A2)	
Expenditures	\$	850.84 (B1)	
Ending Fund Balance	\$	0.00 (B2) (A1+A2-B1=B2)	

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

<input checked="checked" type="checkbox"/> Valerie Hale Valerie Hale Sponsor's Signature Signed by: 8a9c2f29-3bab-4293-8ff9-1b289e4f074e	_____ 5/14/2021 Date
<input checked="checked" type="checkbox"/> Beth K. Johnson Beth K. Johnson Activity Fund Custodian's Signature Signed by: 8a9c2f29-3bab-4293-8ff9-1b289e4f074e	_____ 5/14/2021 Date



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

110 Rhoades Elem School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

110 Rhoades Elem School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Purposes for which Grants were received	\$ 275.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 25.00
Total Expenditures		\$ 400.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

110 Rhoades Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 100.00
2021-2022	Special Events, Purchases	\$ 50.00
2021-2022	Book Fairs; Box Tops; Garage Sales	\$ 50.00
2021-2022	Snack/Drink Cart	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk-a-thons; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest	\$ 100.00
2021-2022	United Way	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 350.00
	Total Revenue	\$ 2,000.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 550.00
2021-2022	Rentals; Lease Services	\$ 250.00
2021-2022	Communication Services	\$ 300.00
2021-2022	Printing & Binding; Copying Services	\$ 275.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 175.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 350.00
2021-2022	Kitchen products & supplies	\$ 250.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 1,050.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 350.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 8,500.00
2021-2022	Technology-related supplies, small equipment & software	\$ 850.00
2021-2022	Uniforms; T-shirts	\$ 700.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 400.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 75.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 75.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 5,012.50
	Total Expenditures	\$ 19,212.50

Beginning Fund Balance	\$	17,212.50	(A1) From Report**
Revenue	\$	2,000.00	(A2)
Expenditures	\$	19,212.50	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

Valerie Hale _____ 5/14/2021
Date

Sponsor's Signature
Signed by: 8a9c2f29-3bab-4293-8ff9-1b289e4f074e
 Beth K. Johnson _____ 5/14/2021
Date

Activity Fund Custodian's Signature
Signed by: 8a9c2f29-3bab-4293-8ff9-1b289e4f074e



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

110 Rhoades Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:



NEW



REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
2021-2022	Chromebook Repair fees	\$ 50.00
2021-2022	Health Challenges; Sticker Machine	\$ 50.00
2021-2022	Basketball Game Fundraiser; Football Throwdown	\$ 50.00
2021-2022	Student Donation Fundraiser	\$ 50.00
2021-2022	Pencil/Paper machine	\$ 50.00
2021-2022	School-wide Tournament Fundraisers	\$ 50.00
2021-2022	Recycled toner cartridges/small electronics	\$ 50.00
Total Revenue		\$ 350.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 50.00
2021-2022	Purposes for which funds were received	\$ 850.00
2021-2022	Fundraiser Expenses	\$ 400.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 250.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 50.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Yearbooks; School Pictures	\$ 500.00
2021-2022	Adaptive Supplies	\$ 650.00
2021-2022	School Pet Supplies	\$ 87.50
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 1,200.00
2021-2022	Cleaning, Maintenance supplies	\$ 125.00
2021-2022	Incentives; Bereavement items; Special Events	\$ 250.00
2021-2022	Snack/Drink Cart items; Concessions	\$ 300.00
2021-2022	Lamintor Repair	\$ 100.00
Total Expenditures		\$ 5,012.50



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

110 Rhoades Elem School
938 FAF TEACHER/STAFF ACTIVITY
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Dues & Fees; Fines; Registrations	\$ 100.00
2021-2022	Donations; Gifts	\$ 150.00
2021-2022	Restaurant Profit Sharing	\$ 100.00
2021-2022	Clothing sales; Spirit item sales	\$ 100.00
2021-2022	Food item sales	\$ 150.00
2021-2022	Name Badges	\$ 150.00
2021-2022	Concession Sales	\$ 50.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 50.00
2021-2022	Turkey Trot Fundraiser	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 950.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Kitchen products & supplies; Lounge supplies; Coffee/tea Services	\$ 150.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; Recognition; Incentives; Appreciation; Special events	\$ 400.00
2021-2022	Refunds & Reimbursements	\$ 50.00
2021-2022	Uniforms; T-shirts; Spirit Wear	\$ 389.73
2021-2022	Fundraiser expenses	\$ 50.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 50.00
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Donations; Petty Cash	\$ 50.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 50.00
2021-2022	Appliances; Furniture & Fixtures <\$5,000; Equipment	\$ 50.00
2021-2022	Printing & Binding; Communication Services	\$ 50.00
2021-2022	Technology-related supplies, small equipment, & software	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 150.00
	Total Expenditures	\$ 1,739.73

Beginning Fund Balance	\$ 789.73 (A1) From Report**
Revenue	\$ 950.00 (A2)
Expenditures	\$ 1,739.73 (B1)
Ending Fund Balance	\$ - (B2) (A1+A2-B1=B2)

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

X Valerie Hale 5/14/2021 Date

Sponsor's Signature Signed by: 8a9c2f29-3bab-4293-8ff9-1b289e4f074e X Beth K. Johnson 5/14/2021 Date

Activity Fund Custodian's Signature Signed by: 8a9c2f29-3bab-4293-8ff9-1b289e4f074e



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

110 Rhoades Elem School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 25.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Lodging	\$ 25.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

110 Rhoades Elem School
986 DA UNITED WAY
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="checked" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 25.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 200.00

Beginning Fund Balance	\$ - (A1) From Report**
Revenue	\$ 200.00 (A2)
Expenditures	\$ 200.00 (B1)
Ending Fund Balance	\$ - (B2) (A1+A2-B1=B2)

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

X Valerie Hale _____ 5/14/2021
Date

Sponsor's Signature
Signed by: 8a9c2f29-3bab-4293-8ff9-1b289e4f074e

X Beth K. Johnson _____ 5/14/2021
Date

Activity Fund Custodian's Signature
Signed by: 8a9c2f29-3bab-4293-8ff9-1b289e4f074e



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

110 Rhoades Elem School

ACCOUNT NAME & PROJECT:

994 SAF TIGER CHALLENGE

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

X NEW
REVIS

REVENUE table with columns: Fiscal Year, Deposits, Estimated Amount. Rows include: 2021-2022 Donations; Gifts (\$ 50.00), 2021-2022 Dues & Fees (\$ 100.00), 2021-2022 Restaurant Profit Sharing (\$ 50.00), 2021-2022 Car wash sales, Food item sales, Concession sales, Walks/runs (\$ 175.00), 2021-2022 Catalog/Brochure Sales; Clothing Sales (\$ 50.00), 2021-2022 Concession Sales; Admission Costs; Ticket Sales (\$ 75.00), 2021-2022 Special Projects/Events (\$ 50.00), 2021-2022 Student fundraiser, Touchdown Throw Down (\$ 200.00), Total from Page 2 (\$ -), Total Revenue (\$ 750.00).

EXPENDITURES table with columns: Fiscal Year, Expenses, Estimated Amount. Rows include: 2021-2022 Donations (\$ 50.00), 2021-2022 Fundraiser Expenses (\$ 85.00), 2021-2022 Petty Cash (\$ 50.00), 2021-2022 Payroll; Employee Pay & Benefits (\$ 50.00), 2021-2022 Co-curricular Materials; small equipment (\$ 25.00), 2021-2022 Awards, Gifts, Decorations, Regalia, Refreshments, Incentives (\$ 125.25), 2021-2022 Kitchen Products & Supplies (\$ 155.00), 2021-2022 Travel Expenses; Transportation; Lodging (\$ 50.00), 2021-2022 Special guests, Speakers, Substitutes, Clinicians; Tutors; Honorariums (\$ 50.00), 2021-2022 General Supplies; Copy supplies & Paper (\$ 75.00), 2021-2022 Uniforms; T-shirts (\$ 25.00), 2021-2022 Repairs & Maintenance Services; Equipment; Replacement of Equipment (\$ 50.00), 2021-2022 Refunds & Reimbursements (\$ 25.00), 2021-2022 Rentals; Lease Services (\$ 46.54), 2021-2022 Dues, Fees, Registrations (\$ 25.00), 2021-2022 Tiger of the Month Lunch (\$ 250.00), Total from Page 2 (\$ -), Total Expenditures (\$ 1,136.79).

Summary table: Beginning Fund Balance \$ 386.79 (A1) From Report**, Revenue \$ 750.00 (A2), Expenditures \$ 1,136.79 (B1), Ending Fund Balance \$ - (B2) (A1+A2-B1=B2).

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

X Valerie Hale 5/14/2021 Date

Sponsor's Signature Signed by: 8a9c2f29-3bab-4293-8ff9-1b289e4f074e X Beth K. Johnson 5/14/2021 Date

Activity Fund Custodian's Signature Signed by: 8a9c2f29-3bab-4293-8ff9-1b289e4f074e



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

225 Rosewood Elementary

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW

REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 850.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 99.38
2021-2022	Co-curricular materials, small equipment	\$ 50.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations; Lodging	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 899.38

Beginning Fund Balance	\$	49.38 (A1)	From Report**
Revenue	\$	850.00 (A2)	
Expenditures	\$	899.38 (B1)	
Ending Fund Balance	\$	- (B2)	(A1+A2-B1=B2)

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

X Mickie Wyatt (Email approval attached) 5/28/2021
Date

Sponsor's Signature

X Nathaniel Hutchings (Email approval attached) 5/28/2021
Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

225 Rosewood Elementary

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
Total Expenditures		\$ 150.00

Otto, Kelle E

From: Wyatt, Mickie
Sent: Tuesday, May 25, 2021 4:19 PM
To: Hutchings, Nathaniel A; Otto, Kelle E
Cc: Wyatt, Mickie
Subject: RE: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Mickie Wyatt approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Mickie Wyatt

Principal's Secretary
Rosewood Elementary
4300 E Gary St.
Broken Arrow, OK 74014
Ph: 918-893-6540 ext. 6387
Fax: 918-893-6547

This email may contain CONFIDENTIAL INFORMATION. If this email has been received in error, please delete.
Broken Arrow Public Schools is an equal opportunity educational institution.

From: Hutchings, Nathaniel A
Sent: Tuesday, May 25, 2021 4:15 PM
To: Otto, Kelle E <kotto@baschools.org>
Cc: Wyatt, Mickie <mwyatt@baschools.org>
Subject: Re: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Nate Hutchings approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Nate Hutchings
Principal
Rosewood Elementary



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

225 Rosewood Elementary
877 SAF ROBOTICS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & Fees; Registration fees; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	Merchandise sales (notebooks, fanny packs, key chains, stickers, pencils, etc.)	\$ 50.00
2021-2022	Concession Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 150.00
2021-2022	Waste Management; Dept. of Defense; Robotics Camps	\$ 100.00
2021-2022	Special Events/Projects	\$ 50.00
2021-2022	Host workshops, camps, tournaments, showcases	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ -
Total Revenue		\$ 1,575.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services; Shipping	\$ 50.00
2021-2022	Printing & Binding; Copying services	\$ 50.00
2021-2022	Copy supplies and paper	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 75.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals, Incentives, Appreciation	\$ 100.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 50.00
2021-2022	Donations; Scholarships	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ 700.00
Total Expenditures		\$ 1,575.00

Beginning Fund Balance	\$ -	(A1)	<i>From Report**</i>
Revenue	\$ 1,575.00	(A2)	
Expenditures	\$ 1,575.00	(B1)	
Ending Fund Balance	\$ -	(B2)	(A1+A2-B1=B2)

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

X **Mickie Wyatt (Email approval attached)** 5/25/2021
 Date

Sponsor's Signature

X **Nathaniel Hutchings (Email approval attached)** 5/25/2021
 Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

225 Rosewood Elementary

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses	\$ 50.00
2021-2022	Lodging	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 150.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Tutors	\$ 50.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 50.00
2021-2022	Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Robotics competitions; Robot parts; Bots supplies	\$ 50.00
Total Expenditures		\$ 700.00

PAGE 2

Otto, Kelle E

From: Wyatt, Mickie
Sent: Tuesday, May 25, 2021 4:19 PM
To: Hutchings, Nathaniel A; Otto, Kelle E
Cc: Wyatt, Mickie
Subject: RE: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Mickie Wyatt approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Mickie Wyatt

Principal's Secretary
Rosewood Elementary
4300 E Gary St.
Broken Arrow, OK 74014
Ph: 918-893-6540 ext. 6387
Fax: 918-893-6547

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From: Hutchings, Nathaniel A
Sent: Tuesday, May 25, 2021 4:15 PM
To: Otto, Kelle E <kotto@baschools.org>
Cc: Wyatt, Mickie <mwyatt@baschools.org>
Subject: Re: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Nate Hutchings approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Nate Hutchings
Principal
Rosewood Elementary



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

225 Rosewood Elementary

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Purposes for which Grants were received	\$ 25.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 25.00
Total Expenditures		\$ 150.00

PAGE 2

Otto, Kelle E

From: Wyatt, Mickie
Sent: Tuesday, May 25, 2021 4:19 PM
To: Hutchings, Nathaniel A; Otto, Kelle E
Cc: Wyatt, Mickie
Subject: RE: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Mickie Wyatt approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Mickie Wyatt

Principal's Secretary
Rosewood Elementary
4300 E Gary St.
Broken Arrow, OK 74014
Ph: 918-893-6540 ext. 6387
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From: Hutchings, Nathaniel A
Sent: Tuesday, May 25, 2021 4:15 PM
To: Otto, Kelle E <kotto@baschools.org>
Cc: Wyatt, Mickie <mwyatt@baschools.org>
Subject: Re: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Nate Hutchings approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Nate Hutchings
Principal
Rosewood Elementary



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

225 Rosewood Elementary

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales/Online sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing/online profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 100.00
2021-2022	Special Events/Projects	\$ 50.00
2021-2022	Book Fairs; Box Tops; Garage Sales	\$ 50.00
2021-2022	Snack/Drink Cart; Special occasion Grams	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk/Jog-a-thons; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest; Readathons, turkey trot	\$ 100.00
2021-2022	United Way	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ 450.00
Total Revenue		\$ 2,100.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 650.00
2021-2022	Rentals; Lease Services	\$ 150.00
2021-2022	Communication Services	\$ 150.00
2021-2022	Printing & Binding; Copying Services	\$ 150.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 500.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 500.00
2021-2022	Kitchen products & supplies	\$ 500.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 294.63
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 200.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 200.00
2021-2022	Technology-related supplies, small equipment & software	\$ 300.00
2021-2022	Uniforms; T-shirts	\$ 300.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers	\$ 1,500.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 150.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 100.00
2021-2022	Refunds; Reimbursements	\$ 150.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ 11,425.00
Total Expenditures		\$ 17,219.63

Beginning Fund Balance	\$	15,119.63	(A1) From Report**
Revenue	\$	2,100.00	(A2)
Expenditures	\$	17,219.63	(B1)
Ending Fund Balance	\$	(0.00)	(B2) (A1+A2-B1=B2)

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

X Mickie Wyatt (Email approval attached) 5/25/2021
Date

Sponsor's Signature

X Nathaniel Hutchings (Email approval attached) 5/25/2021
Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

225 Rosewood Elementary

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="checked" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
2021-2022	Chromebook Repair fees	\$ 50.00
2021-2022	Health Challenges; Sticker Machine	\$ 50.00
2021-2022	Basketball Game Fundraiser	\$ 50.00
2021-2022	Student Donation Fundraiser; Square 1 Art sales	\$ 50.00
2021-2022	Pencil/Paper machine	\$ 25.00
2021-2022	School-wide Tournament Fundraisers	\$ 50.00
2021-2022	Recycled toner cartridges/small electronics	\$ 25.00
2021-2022	Game, Bingo, Family Fun Nights; Dances; Movie nights	\$ 25.00
2021-2022	Profit Sharing (painting studio, other businesses, etc.)	\$ 25.00
2021-2022	temporary deposits of funds for special group purchases (shirts, etc)	\$ 100.00
Total Revenue		\$ 450.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 200.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 1,000.00
2021-2022	Chromebook insurance/software licensing	\$ 75.00
2021-2022	Fundraiser Expenses	\$ 200.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 200.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 100.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 500.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 300.00
2021-2022	Contracted Services; Other Professional Services	\$ 300.00
2021-2022	Yearbooks; School Pictures	\$ 3,000.00
2021-2022	Adaptive Supplies	\$ 25.00
2021-2022	School Pet Supplies	\$ 25.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 200.00
2021-2022	Cleaning, Maintenance supplies	\$ 300.00
2021-2022	Incentives; Bereavement items; Special Events/ Purchases	\$ 1,000.00
2021-2022	Snack/Drink Cart items; Concessions	\$ 1,000.00
2021-2022	Purposes for which funds were received; Super Kids Day expenses; 5th grade day expenses	\$ 3,000.00
Total Expenditures		\$ 11,425.00

PAGE 2

Otto, Kelle E

From: Wyatt, Mickie
Sent: Tuesday, May 25, 2021 4:19 PM
To: Hutchings, Nathaniel A; Otto, Kelle E
Cc: Wyatt, Mickie
Subject: RE: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Mickie Wyatt approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Mickie Wyatt

Principal's Secretary
Rosewood Elementary
4300 E Gary St.
Broken Arrow, OK 74014
Ph: 918-893-6540 ext. 6387
Fax: 918-893-6547

This email may contain CONFIDENTIAL INFORMATION. If this email has been received in error, please delete.
Broken Arrow Public Schools is an equal opportunity educational institution.

From: Hutchings, Nathaniel A
Sent: Tuesday, May 25, 2021 4:15 PM
To: Otto, Kelle E <kotto@baschools.org>
Cc: Wyatt, Mickie <mwyatt@baschools.org>
Subject: Re: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Nate Hutchings approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Nate Hutchings
Principal
Rosewood Elementary



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

225 Rosewood Elementary
938 FAF TEACHER/STAFF ACTIVITY
SELECT PROGRAM (ONLY FOR PROJECT 893)

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Dues & Fees; Fines; Registrations	\$ 100.00
2021-2022	Donations; Gifts	\$ 150.00
2021-2022	Restaurant Profit Sharing	\$ 100.00
2021-2022	Clothing sales; Spirit item sales	\$ 100.00
2021-2022	Food item sales	\$ 150.00
2021-2022	Name Badges	\$ 150.00
2021-2022	Concession Sales	\$ 50.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 50.00
2021-2022	Turkey Trot Fundraiser	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ -
	Total Revenue	\$ 950.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Kitchen products & supplies; Lounge supplies; Coffee/tea Services	\$ 50.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; Recognition; Incentives; Appreciation; Special events	\$ 78.00
2021-2022	Refunds & Reimbursements	\$ 50.00
2021-2022	Uniforms; T-shirts; Spirit Wear	\$ 50.00
2021-2022	Fundraiser expenses	\$ 50.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 50.00
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Donations; Petty Cash	\$ 50.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 50.00
2021-2022	Appliances; Furniture & Fixtures <\$5,000; Equipment	\$ 50.00
2021-2022	Printing & Binding; Communication Services	\$ 50.00
2021-2022	Technology-related supplies, small equipment, & software	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 150.00
	Total Expenditures	\$ 978.00

Beginning Fund Balance	\$	28.00 (A1) From Report**
Revenue	\$	950.00 (A2)
Expenditures	\$	978.00 (B1)
Ending Fund Balance	\$	- (B2) (A1+A2-B1=B2)

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

X Mickie Wyatt (Email approval attached) 5/25/2021
 Date

Sponsor's Signature

X Nathaniel Hutchings (Email approval attached) 5/25/2021
 Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

225 Rosewood Elementary

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 25.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Lodging	\$ 25.00
Total Expenditures		\$ 150.00

Otto, Kelle E

From: Wyatt, Mickie
Sent: Tuesday, May 25, 2021 4:19 PM
To: Hutchings, Nathaniel A; Otto, Kelle E
Cc: Wyatt, Mickie
Subject: RE: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Mickie Wyatt approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Mickie Wyatt

Principal's Secretary
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To: Otto, Kelle E <kotto@baschools.org>
Cc: Wyatt, Mickie <mwyatt@baschools.org>
Subject: Re: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Nate Hutchings approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Nate Hutchings
Principal
Rosewood Elementary



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

225 Rosewood Elementary

ACCOUNT NAME & PROJECT:

986 DA UNITED WAY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 25.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 200.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 200.00	(A2)
Expenditures	\$ 200.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

X Mickie Wyatt (Email approval attached) 5/25/2021
Date

Sponsor's Signature

X Nathaniel Hutchings (Email approval attached) 5/25/2021
Date

Activity Fund Custodian's Signature

Otto, Kelle E

From: Wyatt, Mickie
Sent: Tuesday, May 25, 2021 4:19 PM
To: Hutchings, Nathaniel A; Otto, Kelle E
Cc: Wyatt, Mickie
Subject: RE: Rosewood 2021-2022 Activity Funds budget worksheets 1 of 2

"I Mickie Wyatt approve the Budget Guidelines for the following Projects: 825 (DA Grants), 877 (SAF Robotics), 889 (DA Media Center), 892 (SAF Student Raised Funds), 938 (FAF Teacher/Staff Activity), and 986 (DA United Way)".

Mickie Wyatt

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Nate Hutchings
Principal
Rosewood Elementary



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

160 Spring Creek Elem School
825 DA GRANTS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 3,000.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 3,000.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 2,169.35
2021-2022	Co-curricular materials, small equipment	\$ 300.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 100.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 500.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 500.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 4,169.35

Beginning Fund Balance	\$	1,169.35	(A1) From Report**
Revenue	\$	3,000.00	(A2)
Expenditures	\$	4,169.35	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

Kendra Grimes _____ 5/19/2021
 Kendra Grimes
 Sponsor's Signature
 Signed by: 76a492b2-0c8b-479e-abd8-2f8246a8beac
 Date

Samantha Troutman _____ 5/19/2021

 Date

Activity Fund Custodian's Signature
 Signed by: 76a492b2-0c8b-479e-abd8-2f8246a8beac



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

160 Spring Creek Elem School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

160 Spring Creek Elem School

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses	\$ 50.00
2021-2022	Lodging	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 150.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Tutors	\$ 50.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 50.00
2021-2022	Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Robotics competitions; Robot parts; Bots supplies	\$ 50.00
Total Expenditures		\$ 700.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

160 Spring Creek Elem School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Purposes for which Grants were received	\$ 25.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 25.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

160 Spring Creek Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 100.00
2021-2022	Catalog/Brochure Sales; Pencil Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 2,000.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 1,000.00
2021-2022	Concession Sales; School Store Sales	\$ 100.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 100.00
2021-2022	Special Events/Projects	\$ 50.00
2021-2022	Book Fairs; Box Tops; Garage Sales	\$ 150.00
2021-2022	Snack/Drink Cart; Special occasion Grams	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk/Jog-a-thons; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest; Readathons	\$ 1,000.00
2021-2022	United Way	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 350.00
	Total Revenue	\$ 5,200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 2,500.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 100.00
2021-2022	Printing & Binding; Copying Services	\$ 100.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 900.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 100.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 11,750.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 750.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 400.00
2021-2022	Technology-related supplies, small equipment & software	\$ 10,176.63
2021-2022	Uniforms; T-shirts	\$ 100.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers; Bereavement	\$ 1,000.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 75.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 75.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 1,125.00
	Total Expenditures	\$ 29,301.63

Beginning Fund Balance	\$	24,101.63	(A1) From Report**
Revenue	\$	5,200.00	(A2)
Expenditures	\$	29,301.63	(B1)
Ending Fund Balance	\$	0.00	(B2) (A1+A2-B1=B2)

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

Kendra Grimes _____ 5/20/2021
Date

Sponsor's Signature
Signed by: 76a492b2-0c8b-479e-abd8-2f8246a8beac
 Samantha Troutman _____ 5/20/2021
Date

Activity Fund Custodian's Signature
Signed by: 76a492b2-0c8b-479e-abd8-2f8246a8beac



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

160 Spring Creek Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
2021-2022	Chromebook Repair fees	\$ 50.00
2021-2022	Health Challenges; Sticker Machine	\$ 50.00
2021-2022	Basketball Game Fundraiser	\$ 50.00
2021-2022	Student Donation Fundraiser; Square 1 Art sales	\$ 50.00
2021-2022	Pencil/Paper machine	\$ 25.00
2021-2022	School-wide Tournament Fundraisers	\$ 50.00
2021-2022	Recycled toner cartridges/small electronics	\$ 25.00
2021-2022	Game, Bingo, Family Fun Nights; Dances; Movie nights	\$ 25.00
2021-2022	Profit Sharing (painting studio, other businesses, etc.)	\$ 25.00
Total Revenue		\$ 350.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 100.00
2021-2022	Transportation; Travel expenses; Lodging	\$ 200.00
2021-2022	Chromebook insurance/software licensing	\$ 75.00
2021-2022	Fundraiser Expenses	\$ 200.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors; Labor Costs	\$ 50.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Yearbooks; School Pictures	\$ 50.00
2021-2022	Adaptive Supplies	\$ 25.00
2021-2022	School Pet Supplies	\$ 25.00
2021-2022	Playground Materials; Small equipment; Outside Improvements	\$ 25.00
2021-2022	Cleaning, Maintenance supplies	\$ 25.00
2021-2022	Incentives; Bereavement items; Special Events/ Purchases	\$ 25.00
2021-2022	Snack/Drink Cart items; Concessions	\$ 25.00
2021-2022	Purposes for which funds were received; Super Kids Day expenses; 5th grade day expenses	\$ 100.00
Total Expenditures		\$ 1,125.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

160 Spring Creek Elem School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="checked" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Dues & Fees; Fines; Registrations	\$ 900.00
2021-2022	Donations; Gifts	\$ 150.00
2021-2022	Restaurant Profit Sharing	\$ 300.00
2021-2022	Clothing sales; Spirit item sales	\$ 250.00
2021-2022	Food item sales	\$ 150.00
2021-2022	Name Badges	\$ 150.00
2021-2022	Concession Sales	\$ 50.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 50.00
2021-2022	Turkey Trot Fundraiser	\$ 50.00
Go to Page 2 if more rows/cells are needed		
	Total from Page 2	\$ -
	Total Revenue	\$ 2,100.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Kitchen products & supplies; Lounge supplies; Coffee/tea Services	\$ 450.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; Recognition; Incentives; Appreciation; Special events	\$ 700.00
2021-2022	Refunds & Reimbursements	\$ 50.00
2021-2022	Uniforms; T-shirts; Spirit Wear	\$ 50.00
2021-2022	Fundraiser expenses	\$ 50.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 50.00
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 241.84
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Donations; Petty Cash	\$ 50.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 50.00
2021-2022	Appliances; Furniture & Fixtures <\$5,000; Equipment	\$ 50.00
2021-2022	Printing & Binding; Communication Services	\$ 50.00
2021-2022	Technology-related supplies, small equipment, & software	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 150.00
	Total Expenditures	\$ 2,191.84

Beginning Fund Balance	\$	91.84	(A1)	From Report**
Revenue	\$	2,100.00	(A2)	
Expenditures	\$	2,191.84	(B1)	
Ending Fund Balance	\$	-	(B2)	(A1+A2-B1=B2)

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

Kendra Grimes _____

5/21/2021
Date

Sponsor's Signature
Signed by: 76a492b2-0c8b-479e-abd8-2f8246a8beac

Samantha Troutman _____

5/21/2021
Date

Activity Fund Custodian's Signature
Signed by: 76a492b2-0c8b-479e-abd8-2f8246a8beac



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

160 Spring Creek Elem School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

NEW
 REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 25.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Lodging	\$ 25.00
Total Expenditures		\$ 150.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

160 Spring Creek Elem School

ACCOUNT NAME & PROJECT:

986 DA UNITED WAY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 500.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 650.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 500.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 25.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 650.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 650.00	(A2)
Expenditures	\$ 650.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

X Kendra Grimes 5/21/2021
Date

Sponsor's Signature
Signed by: 76a492b2-0c8b-479e-abd8-2f8246a8beac
X Samantha Johnston 5/21/2021
Date

Activity Fund Custodian's Signature
Signed by: 76a492b2-0c8b-479e-abd8-2f8246a8beac



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

160 Spring Creek Elem School
994 SAF TIGER CHALLENGE
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts	\$ 50.00
2021-2022	Dues & Fees	\$ 100.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs	\$ 175.00
2021-2022	Catalog/Brochure Sales; Clothing Sales	\$ 50.00
2021-2022	Concession Sales; Admission Costs; Ticket Sales	\$ 75.00
2021-2022	Special Projects/Events	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 550.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Co-curricular Materials; small equipment	\$ 75.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments, Incentives	\$ 151.65
2021-2022	Kitchen Products & Supplies	\$ 25.00
2021-2022	Travel Expenses; Transportation; Lodging	\$ 50.00
2021-2022	Special guests, Speakers, Substitutes, Clinicians; Tutors; Honorariums	\$ 50.00
2021-2022	General Supplies; Copy supplies & Paper	\$ 125.00
2021-2022	Uniforms; T-shirts	\$ 25.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Refunds & Reimbursements	\$ 25.00
2021-2022	Rentals; Lease Services	\$ 25.00
2021-2022	Dues, Fees, Registrations	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 826.65

Beginning Fund Balance	\$ 276.65 (A1) From Report**	
Revenue	\$ 550.00 (A2)	
Expenditures	\$ 826.65 (B1)	
Ending Fund Balance	\$ - (B2) (A1+A2-B1=B2)	

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

<p style="font-size: 2em; margin: 0;">X</p> <p style="margin: 0;">Kendra Grimes</p> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <p style="font-size: 0.8em; margin: 0;">Sponsor's Signature Signed by: 76a492b2-0c8b-479e-abd8-2f8246a8beac</p>	<p style="margin: 0;">5/21/2021</p> <p style="margin: 0;">Date</p>
<p style="font-size: 2em; margin: 0;">X</p> <p style="margin: 0;">Samantha Troutman</p> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <p style="font-size: 0.8em; margin: 0;">Activity Fund Custodian's Signature Signed by: 76a492b2-0c8b-479e-abd8-2f8246a8beac</p>	<p style="margin: 0;">5/21/2021</p> <p style="margin: 0;">Date</p>



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

220 Timber Ridge Elementary

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 850.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 850.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 50.00
2021-2022	Co-curricular materials, small equipment	\$ 50.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 50.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Uniforms; Clothing	\$ 25.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 25.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 25.00
2021-2022	Dues & Fees; Registrations	\$ 25.00
2021-2022	Yearbooks; Pictures	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 850.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 850.00	(A2)
Expenditures	\$ 850.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

X Tiffany Green _____ 5/28/2021
Date

Sponsor's Signature
Signed by: 964e47e2-d155-4de8-878d-2ca675c6c5a7

X Tiffany Green _____ 5/28/2021
Date

Activity Fund Custodian's Signature
Signed by: 964e47e2-d155-4de8-878d-2ca675c6c5a7



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

220 Timber Ridge Elementary

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Rentals	\$ 25.00
2021-2022	Petty Cash; Donations	\$ 25.00
Total Expenditures		\$ 150.00

PAGE 2

Otto, Kelle E

From: Green, Tiffany J
Sent: Tuesday, June 1, 2021 12:16 PM
To: Otto, Kelle E
Subject: RE: Activity Fund Budget Guidelines

I approve the Budget Guidelines for Projects 825, 877, 889, 892, 938, and 986”?



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

220 Timber Ridge Elementary

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & Fees; Registration fees; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	Merchandise sales (notebooks, fanny packs, key chains, stickers, pencils, etc.)	\$ 50.00
2021-2022	Concession Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs	\$ 150.00
2021-2022	Waste Management; Dept. of Defense; Robotics Camps	\$ 100.00
2021-2022	Special Events/Projects	\$ 50.00
2021-2022	Host workshops, camps, tournaments, showcases	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ -
Total Revenue		\$ 1,575.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services; Shipping	\$ 50.00
2021-2022	Printing & Binding; Copying services	\$ 50.00
2021-2022	Copy supplies and paper	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 75.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals, Incentives, Appreciation	\$ 100.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 50.00
2021-2022	Donations; Scholarships	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ 700.00
Total Expenditures		\$ 1,575.00

Beginning Fund Balance	\$	- (A1) From Report**
Revenue	\$	1,575.00 (A2)
Expenditures	\$	1,575.00 (B1)
Ending Fund Balance	\$	- (B2) (A1+A2-B1=B2)

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

X Lucy Kelly

5/28/2021
Date

Sponsor's Signature
Signed by: 964e47e2-d155-4de8-878d-2ca675c6c5a7

X Tiffany Green

5/28/2021
Date

Activity Fund Custodian's Signature
Signed by: 964e47e2-d155-4de8-878d-2ca675c6c5a7



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

220 Timber Ridge Elementary

ACCOUNT NAME & PROJECT:

877 SAF ROBOTICS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation; Travel expenses	\$ 50.00
2021-2022	Lodging	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 150.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Tutors	\$ 50.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 50.00
2021-2022	Equipment; Replacement of Equipment	\$ 50.00
2021-2022	Robotics competitions; Robot parts; Bots supplies	\$ 50.00
Total Expenditures		\$ 700.00

Otto, Kelle E

From: Green, Tiffany J
Sent: Tuesday, June 1, 2021 12:16 PM
To: Otto, Kelle E
Subject: RE: Activity Fund Budget Guidelines

I approve the Budget Guidelines for Projects 825, 877, 889, 892, 938, and 986”?

Otto, Kelle E

From: Green, Tiffany J
Sent: Tuesday, June 1, 2021 12:16 PM
To: Otto, Kelle E
Subject: RE: Activity Fund Budget Guidelines

I approve the Budget Guidelines for Projects 825, 877, 889, 892, 938, and 986”?



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

220 Timber Ridge Elementary

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales; Pencil Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 100.00
2021-2022	Special Events/Projects	\$ 50.00
2021-2022	Book Fairs; Box Tops; Garage Sales	\$ 50.00
2021-2022	Snack/Drink Cart; Special occasion Grams	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk/Jog-a-thons; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest; Readathons	\$ 100.00
2021-2022	United Way	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 350.00
	Total Revenue	\$ 2,000.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding; Copying Services	\$ 50.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 50.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 150.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers; Bereavement	\$ 400.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 75.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 75.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 700.00
	Total Expenditures	\$ 2,000.00

Beginning Fund Balance	\$	-	(A1) From Report**
Revenue	\$	2,000.00	(A2)
Expenditures	\$	2,000.00	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

Tiffany Green _____ 5/28/2021
Date

Tiffany Green
Sponsor's Signature
Signed by: 964e47e2-d155-4de8-878d-2ca675c6c5a7

Tiffany Green _____ 5/28/2021
Date

Activity Fund Custodian's Signature
Signed by: 964e47e2-d155-4de8-878d-2ca675c6c5a7

Otto, Kelle E

From: Green, Tiffany J
Sent: Tuesday, June 1, 2021 12:16 PM
To: Otto, Kelle E
Subject: RE: Activity Fund Budget Guidelines

I approve the Budget Guidelines for Projects 825, 877, 889, 892, 938, and 986”?

Otto, Kelle E

From: Green, Tiffany J
Sent: Tuesday, June 1, 2021 12:16 PM
To: Otto, Kelle E
Subject: RE: Activity Fund Budget Guidelines

I approve the Budget Guidelines for Projects 825, 877, 889, 892, 938, and 986”?



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

220 Timber Ridge Elementary

ACCOUNT NAME & PROJECT:

986 DA UNITED WAY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 50.00
2021-2022	Car wash sales, Food item sales, Concession sales, Walks/runs; Games	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 200.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Donations; Payment to United Way	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 25.00
2021-2022	Refunds; Reimbursements	\$ 25.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Expenditures		\$ 200.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 200.00	(A2)
Expenditures	\$ 200.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

X Tiffany Green 5/28/2021
Date

Sponsor's Signature
Signed by: 964e47e2-d155-4de8-878d-2ca675c6c5a7

X Tiffany Green 5/28/2021
Date

Activity Fund Custodian's Signature
Signed by: 964e47e2-d155-4de8-878d-2ca675c6c5a7

Otto, Kelle E

From: Green, Tiffany J
Sent: Tuesday, June 1, 2021 12:16 PM
To: Otto, Kelle E
Subject: RE: Activity Fund Budget Guidelines

I approve the Budget Guidelines for Projects 825, 877, 889, 892, 938, and 986”?



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

125 Vandever Elem School

ACCOUNT NAME & PROJECT:

889 DA MEDIA CENTER

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Communication Services; Printing & Binding; Binding & Repairs	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Purposes for which Grants were received	\$ 25.00
2021-2022	Repairs & Maintenance Services; Equipment; Replacement of equipment	\$ 25.00
2021-2022	STEM Activities/Materials	\$ 25.00
Total Expenditures		\$ 175.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

125 Vandever Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 50.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 400.00
2021-2022	Catalog/Brochure Sales; Pencil Sales	\$ 50.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	School Pictures; Yearbooks	\$ 50.00
2021-2022	Concession Sales; School Store Sales	\$ 500.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 100.00
2021-2022	Special Events/Projects	\$ 50.00
2021-2022	Book Fairs; Box Tops; Garage Sales	\$ 50.00
2021-2022	Snack/Drink Cart; Special occasion Grams	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 25.00
2021-2022	Walk/Jog-a-thons; Boostertthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest; Readathons	\$ 100.00
2021-2022	United Way	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 350.00
	Total Revenue	\$ 2,000.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services; Postage	\$ 50.00
2021-2022	Printing & Binding; Copying Services	\$ 50.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 50.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 150.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers; Bereavement	\$ 400.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 75.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 75.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	\$ 700.00
	Total Expenditures	\$ 2,000.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 2,000.00	(A2)
Expenditures	\$ 2,000.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1=B2)

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

Signature Below

5/28/2021

Date

Sponsor's Signature

May 28/21
Date

Activity Fund Custodian's Signature



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

165 Wolf Creek Elem School
825 DA GRANTS
SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Grants; Gifts	\$ 20.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 20.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Purpose for which Grants or Donations were Received	\$ 25.43
2021-2022	Co-curricular materials, small equipment	\$ 20.00
2021-2022	Films, videos, audio tapes, and audiovisual supplies	\$ 1.00
2021-2022	Appliances, Furniture & Fixtures	\$ 1.00
2021-2022	Books, magazines, subscriptions, periodicals, and/or newspapers	\$ 1.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 1.00
2021-2022	Technology related supplies, web-based supplies, small equipment & software	\$ 1.00
2021-2022	Awards, Gifts, Décor, Regalia, and Refreshments; Meals	\$ 1.00
2021-2022	Adaptive Supplies	\$ 1.00
2021-2022	Uniforms; Clothing	\$ 1.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 1.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 1.00
2021-2022	Dues & Fees; Registrations	\$ 1.00
2021-2022	Yearbooks; Pictures	\$ 1.00
2021-2022	Contracted Services; Other Professional Services	\$ 1.00
2021-2022	Outside Improvements	\$ 1.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 4.00
Total Expenditures		\$ 63.43

Beginning Fund Balance	\$	43.43 (A1)	From Report**
Revenue	\$	20.00 (A2)	
Expenditures	\$	63.43 (B1)	
Ending Fund Balance	\$	- (B2)	(A1+A2-B1=B2)

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

Kari Billingsley _____ 5/26/2021
Date

Sponsor's Signature
Signed by: e1be02d6-3b1d-488f-993c-b6e97874c80a

Stacy Strow _____ 5/26/2021
Date

Activity Fund Custodian's Signature
Signed by: e1be02d6-3b1d-488f-993c-b6e97874c80a



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

165 Wolf Creek Elem School

ACCOUNT NAME & PROJECT:

825 DA GRANTS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Refunds/Reimbursements	\$ 1.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 1.00
2021-2022	Rentals	\$ 1.00
2021-2022	Petty Cash; Donations	\$ 1.00
Total Expenditures		\$ 4.00



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

165 Wolf Creek Elem School

ACCOUNT NAME & PROJECT:

892 SAF STUDENT RAISED FUNDS

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 100.00
2021-2022	Dues & fees; Registration fees; Name badges; Rental fees	\$ 50.00
2021-2022	Catalog/Brochure Sales; Pencil Sales	\$ 25.00
2021-2022	Food item sales; Clothing sales; Spirit item sales; Art sales	\$ 50.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant profit sharing	\$ 188.88
2021-2022	School Pictures; Yearbooks	\$ 600.00
2021-2022	Concession Sales; School Store Sales	\$ 100.00
2021-2022	Ticket Sales; Admission Costs; Parking Passes sales	\$ 100.00
2021-2022	Special Events/Projects	\$ 50.00
2021-2022	Book Fairs; Box Tops; Garage Sales	\$ 300.00
2021-2022	Snack/Drink Cart; Special occasion Grams	\$ 50.00
2021-2022	Consumable Item Sales (Chewies, car tags, parent ID's, etc.)	\$ 50.00
2021-2022	Walk/Jog-a-thons; Boosterthon; Speed Stacks; Jump Rope for Heart; Pumpkin Decorating Contest; Readathons	\$ 50.00
2021-2022	United Way	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 1,045.00
Total Revenue		\$ 2,908.88

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Co-curricular materials	\$ 2,000.00
2021-2022	Rentals; Lease Services	\$ 100.00
2021-2022	Communication Services; Postage	\$ 75.00
2021-2022	Printing & Binding; Copying Services	\$ 75.00
2021-2022	Copy supplies and paper; Parking Passes	\$ 511.79
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 125.00
2021-2022	Kitchen products & supplies	\$ 450.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges	\$ 4,929.23
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 600.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 450.00
2021-2022	Technology-related supplies, small equipment & software	\$ 700.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Meals; Incentives; Appreciation; Flowers; Bereavement	\$ 400.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 25.00
2021-2022	Donations; Scholarships; Charitable Giving	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 4,648.00
Total Expenditures		\$ 15,239.02

Beginning Fund Balance	\$	12,330.14	(A1) From Report**
Revenue	\$	2,908.88	(A2)
Expenditures	\$	15,239.02	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

Kari Billingsley

5/26/2021
Date

Sponsor's Signature
Signed by: e1be02d6-3b1d-488f-993c-b6e97874c80a

Stacy Strow

5/26/2021
Date

Activity Fund Custodian's Signature
Signed by: e1be02d6-3b1d-488f-993c-b6e97874c80a

