

Board of Education
Brunswick City School District
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Dedicated to Excellence

May 15, 2019

TO: Building Principals and Activity Advisors

FROM: Mark C. Pepera, CFO/ Treasurer

RE: Student Activity Budgets (FY 2020)

The Student Activity Funds forms to be used in preparing Student Activity budgets for fiscal year 2020 (July 1, 2019 - June 30, 2020) are accessible online. The purpose statement and budget worksheet are designed with the intent of assisting you in identifying the various elements to be considered when planning activities for the next school year.

Purpose Statement: The purpose statement should be broad in nature to allow flexibility in meeting the specific goals.

Sample language for civic donations could include the following: To allocate funds to certain specific or charitable organizations or needy families as contributions to worthy causes.

Goals: The specific goals are detailed objectives to be accomplished during the next school year. Naturally, these goals are supported by the budget request.

A budget must be prepared for each Student Activity planned for the next school year. ***If a current activity will not function next year, please indicate such on a returned form.*** Be sure to sign the budget form indicating your review and approval.

Revenue Sources:

Sales Projects – Identify each planned sales project and the total expected income from each project. ***Emphasize gross income, not the net profit.***

Fee Revenue – Anticipated collections for field trips, assemblies or any other fees (which must be specifically identified).

Donation Revenue – Identify, by source, (e.g. P.T.O.) any anticipated income not previously noted. This should be identified and the dollar amount noted.

Expenditures:

Cost of Items Sold – For each sales project, there is a related cost of purchasing the items to be sold. This cost, along with the item description and/or vendor name.

Field Trip Cost – Field trip estimates should include:

- 1) Fee payments; 2) any related transportation costs; and 3) student spending money (which is optional).

Program Speaker Costs – Any costs related to assembly type programs.

Other Costs – Other anticipated costs, consistent with the goals and objectives, should be identified in this section: *Note: If custodial expenses are anticipated, they should be budgeted in this section.*

Sales Project Potential Worksheets

The Sales Project Potential Worksheet is a form designed to account for the income (actual and projected) from sales projects conducted by student activity programs. Totals should tie to Proposed Budget Worksheet. Please complete one for each fundraising activity planned. The form is the 2nd tab on the Budget worksheet. You can replicate as many as needed.

All schools or advisors should return the completed forms to Tina Campbell in the Treasurer’s Office by **May 29, 2019 via electronically**. An earlier submission will permit a review and eliminate possible problems prior to summer vacation. The Board will approve these budgets in July so the activities can begin functioning at the start of next school year. **Student Activity Accounts without Board of Education approval will not have authority to operate (no purchase orders will be approved/issued).**

The Treasurer’s Office is prepared to assist you in any way for the timely and accurate completion of these forms. **Student Activities Handbooks are to be given to all advisors. The advisors MUST sign for these handbooks when they receive them. You can print copies from the Treasurer’s page of the district website.**

Please call our office with questions and/or other matters regarding this project.

Note:

Please review current and prior year’s actual revenue and actual expenditures before completing 2019-2020 forms.

Please do not replicate prior year’s submission.