

Crutcho Public Schools  
Special Meeting Agenda  
December 15, 2020

Crutcho Public School Room 218, 2401 N. AIR DEPOT BLVD. , OKLAHOMA CITY, Oklahoma 73141  
10:30 AM

1. CALL TO ORDER
2. ROLL CALL AND DETERMINATION OF QUORUM
  - A. Flag Salute
  - B. Prayer
3. PUBLIC EXPRESSIONS (Limited to three minutes per subject item)\*
4. SUPERINTENDENT'S REPORT
  - A. Introductions of Guests
  - B. Celebrations/ Students of the Month
    1. 2nd Grade: Brooklyn Todd  
5th Grade Virtual: Roosevelt Williams  
8th Grade: Jerelle Chambray
  - C. Financial
    1. Treasurer's Report

**CRUTCHO PUBLIC SCHOOLS - 2020-21 FISCAL YEAR**  
**STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS**  
**NOVEMBER 30, 2020**

<u>Assets</u>	<u>General</u>	<u>Building</u>	<u>Child Nutr.</u>	<u>Bond Funds</u>	<u>Gifts</u>	<u>Sinking</u>	<u>Totals</u>
Cash	\$ 136,818.41	14,991.49	15,859.02	(367.18)	14,658.89	321,526.70	503,487.33
Total Assets	136,818.41	14,991.49	15,859.02	(367.18)	14,658.89	321,526.70	503,487.33
<u>Liabilities</u>							
O/S Warrants	10,472.13				225.00		10,697.13
Total Liabilities	10,472.13	-	-	-	225.00	-	10,697.13
Total Net Assets	126,346.28	14,991.49	15,859.02	(367.18)	14,433.89	321,526.70	492,790.20
Net Assets June 30, 2020	\$ 462,310.88	113,812.18	25,659.96	71,595.60	22,104.04	314,227.09	

## 2. Financial Report

GENERAL FUND

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
<b>July</b>	<b>454,622.3</b>	<b>625,177.32</b>	<b>827,458.14</b>	<b>945,114.43</b>		<b>514,155.23</b>	<b>304,862.57</b>
Payroll			38,266.84	37,076.19	47,483.34	57,963.86	82,975.90
Utilities			3,944.88	11,208.43	1,234.55	7,597.00	10,399.02
Copy Mach			1,738.76	1,744.2	2,044.41	661.83	661.83
Phones			856.96	1,651.85	740.25	1,058.12	1,054.27
<b>August</b>	<b>461,757.09</b>		<b>766,443.97</b>	<b>945,284.17</b>	<b>610,614.79</b>	<b>430,585.38</b>	<b>325,396.87</b>
Payroll			82,995.51	101,465.72	100,527.68	89,763.69	84,717.39
Utilities			12,901.30	6,817.74	13,391.90	10,311.32	523.78
Copy Mach			0.00	1,614.18	661.83	860.83	661.83
Phones			1,622.96	1,438.06	652.88	1,041.30	1059.03
<b>September</b>	<b>474,278.16</b>	<b>473,356.35</b>	<b>726,072.82</b>	<b>896,109.29</b>	<b>519,148.24</b>	<b>379,043.72</b>	<b>232,819.71</b>
Payroll			131,877.89	166,308.44	150,274.05	138,824.72	170,724.73
Utilities			8,303.11	8,391.93	\$9,134.06	8861.25	0.00
Copy Mach			1,818.79	1,942.69	\$1,021.17	1027.82	207.55
Phones			1,399.04	1,594.02	\$1,505.58	527.65	1,376.88
<b>October</b>	<b>458,557.69</b>	<b>532,147.19</b>	<b>687,980.84</b>	<b>795,029.13</b>	<b>456,654.45</b>	<b>299,872.29</b>	<b>169,299.53</b>
Payroll			134,804.64	168,827.16	145,594.18	138,107.96	164,232.51
Utilities			6,218.18	6,526.53	5,328.61	8,565.99	0.00
Copy Mach			2,005.97	2,046.87	661.83	661.83	1,323.66
Phones			1,903.55	2,286.86	1,901.49	3,527.17	1,038.90
<b>November</b>	<b>406,154.72</b>	<b>351,591.6</b>	<b>600,312.10</b>	<b>783,656.36</b>	<b>399,652.00</b>	<b>229,043.23</b>	<b>126,346.28</b>
Payroll			158,106.51	183,808.58	158,063.52	147,559.69	137,484.30
Utilities			3,484.54	3,325.38	812.64	5,178.49	0.00
Copy Mach			2,407.99	377.70	661.83	661.83	661.83
Phones			973.29	1,623.49	1,067.79	1,067.68	1,039.43
<b>December</b>	<b>251,929.98</b>	<b>445,536.36</b>	<b>664,527.24</b>	<b>814,163.78</b>	<b>474,316.71</b>	<b>351,007.07</b>	
Payroll			134,406.14	233,192.85	164,592.91	211,647.94	
Utilities			0.00	926.13	0.00	5,301.95	
Copy Mach			0.00	1,636.28	661.83	1,646.83	
Phones			971.31	1,865.26	1,067.68	1,344.33	
<b>January</b>	<b>536,180.62</b>	<b>785,312.36</b>	<b>969,800.74</b>	<b>892,029.67</b>	<b>711,213.85</b>	<b>564,883.60</b>	
Payroll			135,036.61	165,975.75	141,799.16	126,552.52	
Utilities			6,712.01	8,716.10	0.00	10,920.84	
Copy Mach			3,503.90	3,645.93	661.83	0.00	
Phones			1,290.08	2,548.39	1,089.32	1,036.04	
<b>February</b>	<b>537,237.56</b>	<b>757,287.56</b>	<b>905,962.28</b>	<b>819,280.77</b>	<b>673,404.90</b>	<b>520,979.36</b>	
Payroll			133,663.13	136,660.05	\$151,584.44	132,052.41	
Utilities			5,157.17	3,624.70	0.00	6,070.73	
Copy Mach			1,815.03	1,839.48	661.83	338.66	
Phones			637.40	1,177.97	1,067.93	1,098.33	
<b>March</b>	<b>530,301.46</b>	<b>850,116.51</b>	<b>923,758.57</b>	<b>973,727.95</b>	<b>651,218.50</b>	<b>544,832.12</b>	
Payroll			142,986.45	132,396.66	141,796.28	130,520.55	

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Utilities			5,093.36	6,300.39	5,812.97	6,909.19	
Copy Mach			1,898.08	1,926.55	1,289.27	1,197.28	
Phones			716.43	1,225.31	1,030.25	1,035.59	
<b>April</b>	<b>676,704</b>		<b>1,022,713.04</b>	<b>950,936.04</b>	<b>699,604.31</b>	<b>568,289.98</b>	
Payroll			137,944.95	132,959.68	144,064.81	129,443.00	
Utilities			3,373.78	3,770.62	5,290.64	0.00	
Copy Mach			1,800.99	1,954.58	661.83	0.00	
Phones			1,878.32	925.39	1,053.17	875.55	
<b>May</b>	<b>818,579</b>		<b>982,710.94</b>	<b>858,447.74</b>	<b>396,996.77</b>	<b>313,099.30</b>	
Payroll			406,349.45	357,101.05	426,888.05	373,973.90	
Utilities			4,580.71	4,123.50	5,003.37	2,392.25	
Copy Mach			2,158.97	1,850.75	661.83	728.01	
Phones			1,295.04	1,229.90	892.78	320.08	
<b>June</b>	<b>848,409.1</b>	<b>967,926.67</b>	<b>1,137,749.14</b>	<b>770,833.90</b>	<b>629,374.84</b>	<b>463,134.61</b>	
Payroll			22,821.89	26,548.91	39,309.94	0.00	
Utilities			128.16	6,009.15	7,347.50	5,554.05	
Copy Mach			1,614.18	1,870.66	1,385.61	661.83	
Phones			477.36	870.67	1,212.86	1,054.27	

**BUILDING FUND**

<b>MONTH</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
<b>July</b>	98,420.69	142,017.22	199,250.98	211,972.78		36,747.64	114,185.34
<b>August</b>	98,586.85		149,359.56	212,202.65	158,664.90	37,117.10	97,642.58
<b>September</b>	98,627.22	138,581.53	149,510.42	198,765.00	126,894.97	36,813.03	69,167.65
<b>October</b>	98,723.23	138,649.63	149,541.52	198,854.08	109,051.96	36,927.56	31,216.26
<b>November</b>	99,874.16	138,690.34	172,316.29	200,776.86	43,924.14	37,440.31	14,991.49
<b>December</b>	115,878.54	139,698.01	176,606.78	217,380.97	38,258.42	62,612.29	
<b>January</b>	149,299.88	175,908.49	217,721.91	244,674.39	46,824.82	96,261.99	
<b>February</b>	112,523.79	176,586.87	218,701.68	235,185.27	27,502.46	96,579.51	
<b>March</b>	113,848.20	182,081.83	222,734.55	211,656.29	29,274.27	108,910.19	
<b>April</b>	140,568.09	198,583.44	241,573.74	256,163.66	35,267.40	113,140.39	
<b>May</b>	140,855.71	198,912.27	241,827.10	244,540.62	34,652.52	114,235.50	
<b>June</b>	141,116.34	199,032.28	211,656.29	188,587.43	36,712.79	113,812.18	

CHILD NUTRITION FUND

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
July	141,223.34	75,084.37	95,625.04	100,938.05		42,933.53	24,708.52
August	117,558.88		95,797.11	98,499.25	119,007.98	42,238.15	2,720.06
September	81,700.28	60,452.00	75,604.87	97,899.48	102,509.92	18,327.66	10,306.08
October	35,515.75	59,258.03	55,521.52	117,022.33	74,973.21	-9,726.96	36,875.15
November	60,608.28	74,360.10	60,466.81	102,278.17	98,650.94	3,526.28	15,859.02
December	87,316.27	94,572.20	90,413.67	123,598.17	72,862.07	-30,766.43	
January	105,617.71	87,263.07	91,776.11	102,470.26	46,824.82	5,865.73	
February	104,294.29	109,777.69	99,644.91	136,464.35	66,371.16	26,272.95	
March	95,080.47	105,866.53	105,177.33	98,566.26	107,599.41	27,086.20	
April	97,389.20	73,740.32	109,434.13	146,628.51	84,779.91	10,283.80	
May	99,937.89	107,264.89	107,063.31	145,838.80	77,720.87	9,245.43	
June	80,058.28	100,154.83	105,109.74	126,192.31	47,744.40	24,468.85	

SINKING FUND

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
July	72,593.01	15,683.50	94,865.24	20,747.43		137,870.02	316,296.70
August	73,225.82	78,687.86	14,456.63	21,616.63	187,219.91	140,228.59	319,558.23
September	73,386.60	16,839.98	15,008.47	51,661.48	187,519.55	141,296.95	320,339.98
October	71,197.34	17,089.26	15,126.81	21,982.60	187,611.39	141,908.12	320,812.53
November	75,403.37	17,235.93	23,592.85	33,147.22	187,744.99	143,356.26	321,526.70
December	133,383.26	56,853.37	35,104.21	129,733.25	286,699.85	268,630.95	
January	253,044.97	186,355.84	196,076.65	325,258.04	494,523.10	436,158.22	
February	254,397.65	188,797.23	199,903.11	329,333.64	496,104.81	437,857.64	
March	259,194.74	208,599.35	215,693.22	357,944.36	525,773.91	499,254.03	
April	93,375.44	272,864.05	289,434.84	476,786.01	611,457.45	308,066.92	
May	94,433.34	274,076.36	290,410.10	462,588.68	399,161.50	313,499.10	
June	95,395.93	93,958.29	19,553.06	185,309.30	137,647.55	314,227.09	

GIFT FUND

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
July	33,502.48	44,909.61	49,720.54	47,848.46		37,887.08	20,835.79
August	33,502.48		49,720.54	47,838.46	49,350.81	36,327.06	20,466.46
September	33,502.48	45,509.61	48,778.46	48,005.06	45,168.71	35,306.90	17,418.93
October	33,502.48	45,077.51	48,298.50	47,938.06	44,260.99	34,006.56	15,719.43
November	33,502.48	50,888.74	47,601.50	47,672.78	43,159.98	37,687.75	14,433.89
December	38,502.48	50,888.74	47,484.07	46,404.55	42,076.96	36,027.08	
January	38,502.48	50,888.74	51,249.43	50,373.39	46,420.18	32,496.50	
February	48,502.48	50,272.74	50,303.24	50,173.78	45,064.87	29,585.90	
March	48,853.45	50,700.74	50,113.60	47,838.46	44,354.37	26,526.49	
April	48,057.95	50,700.74	49,982.27	54,505.07	43,153.77	23,549.55	
May	45,407.61	50,728.04	49,151.27	53,361.01	41,756.25	23,607.41	
June	44,909.61	49,720.54	47,917.25	49,584.90	38,663.87	22,104.04	

**BOND FUND**

<b>MONTH</b>	<b>FY 2015 - Bond 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
<b>July</b>	826,898.21	450,416.06	200,327.50	18,968.83	18,968.83	563,306.06	45,552.12
<b>August</b>	763,715.19		194,387.24	18,968.83	18,968.83	361,940.96	31,630.34
<b>September</b>	744,006.08	356,834.74	124,421.22	18,968.83	18,968.83	317,646.68	15,023.17
<b>October</b>	623,922.30	294,440.29	96,618.90	18,968.83	0.00	314,881.37	4,092.30
<b>November</b>	613,919.68	248,261.57	86,200.72	18,968.83	0.00	301,973.89	(367.18)
<b>December</b>	605,057.28	245,762.57	84,155.47	18,968.83	0.00	266,790.76	
<b>January</b>	599,832.28	245,762.57	84,155.47	18,968.83	0.00	222,970.20	
<b>February</b>	570,496.18	245,762.57	84,155.47	18,968.83	0.00	212,848.28	
<b>March</b>	575,100.24	245,762.57	84,155.47	18,968.83	0.00	176,456.37	
<b>April</b>	566,877.74	235,787.63	84,155.47	18,968.83	0.00	151,770.96	
<b>May</b>	544,179.84	235,787.63	84,155.47	18,968.83	0.00	79,210.65	
<b>June</b>	457,057.06	219,296.33	25,861.47	18,968.83	684,828.45	61,039.06	

D. Upcoming Events

1. Winter Break: December 18, 2020 - January 4, 2021

5. MOTION AND VOTE TO APPROVE OR DISAPPROVE THE GENERAL BUSINESS ITEMS

A. OLAP Nominations



**OKLAHOMA PUBLIC SCHOOL INVESTMENT INTERLOCAL**

2801 North Lincoln Boulevard, Suite 125 • Oklahoma City, OK 73105  
(405) 528-3571 • (405) 528-5695 (FAX) • www.olaponline.org

November 10, 2020

To: Superintendents of Districts Belonging to the Oklahoma Public School Investment Interlocal [Oklahoma Liquid Asset Pool (OLAP)]

From: Roger Adair, Board President

Re: Board of Directors' Nominee

The sponsoring organizations are recommending the following nominees to be presented to the boards of member districts. The nominees and the organizations recommending those nominees are as follows:

- Position No. 1: Pam Deering, Executive Director of Cooperative Council for Oklahoma School Administration (CCOSA)
- Position No. 2: Don Ford, Executive Director of Organization of Rural Oklahoma Schools (OROS)
- Position No. 3: Sean McDaniel, Superintendent of Oklahoma City Public Schools (CCOSA)
- Position No. 5: Matt Gindhart, Director of Finance of Metro Technology Center (OASBO)
- Position No. 12: Don Tice, Board Member of Oologah-Talala Public Schools (OSSBA)

Agenda item should read as follows:

Consideration and vote to elect or not to elect the following as new members of the board of directors of the Oklahoma Public School Investment Interlocal Cooperative (55K001):

- Yes  No  Position No. 1: Pam Deering (CCOSA), Executive Director of Cooperative Council for Oklahoma School Administration, to a 2021-2024 term.
- Yes  No  Position No. 2: Don Ford (OROS), Executive Director of Organization of Rural Oklahoma Schools, to a 2021-2024 term.
- Yes  No  Position No. 3: Sean McDaniel (CCOSA), Superintendent of Oklahoma City Public Schools, to a 2021-2023 term.
- Yes  No  Position No. 5: Matt Gindhart (OKASBO), Director of Finance of Metro Technology Center, to a 2021-2023 term.
- Yes  No  Position No. 12: Don Tice (OSSBA), Board Member of Oologah-Talala Public Schools, to a 2021-2023 term.

School District: Crutcho

Board Clerk: Alexis Okine

Please include this item on your **December/January board agenda** and notify the Oklahoma Public School Investment Interlocal of the action of your board, by returning the above ballot **via facsimile to Mong Chia, Board Clerk, at 405-528-5695 or email to [mong@ossba.org](mailto:mong@ossba.org) by Friday, January 29, 2021.** Should you have any questions, feel free to contact me or Mong Chia at 405-528-3571. Your prompt reply is needed in order to begin the new term of the newly elected board members for the 2021 calendar year (January 1-December 31). Thank you for your cooperation.

- B. Gifted & Talented Plan
- C. BinaxNOW COVID-19 ag Card Testing
- D. Activity Fund Manual



# Crutcho Public School

2401 N. Air Depot  
Oklahoma City, OK 73141

**Whatever it takes, no excuses, no exceptions!**

**James Branscum, EdD  
Superintendent/Principal**

## **ACTIVITY FUND SUB-ACCOUNT INFORMATION** **SCHOOL YEAR \_\_\_\_\_**

SUBACCOUNT NAME AND NUMBER: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

SUBACCOUNT INFORMATION:  
Approved Subaccount Information Attached  
Beginning Fund Balance, as of July 1, 20\_\_ \_\_

\_\_\_\_\_

PACKET CONTENTS: (Initial as received, agreed stated)

District Activity Fund Procedures:	_____
Activity Fund State Laws & Regulations	_____
Forms:	
Fundraiser Request	_____
Activity Fund Reporting Cash Form	_____
Budget Form	_____

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I verify that I have received the information as stated above, I understand the procedures of the sub account for which I am responsible, I understand where the sub account books are kept and that I may request access at any time. I also understand that all receipts, rosters, and backup documentation for the sub account will be turned in to the custodian to be stored in the sub account book.

\_\_\_\_\_  
**Sponsor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Activity Fund Custodian**

\_\_\_\_\_  
**Date**

**Paul Keeler, Board Vice President**                      **Antonia Jennings, Board President**  
**Erika James Clerk**



# Crutcho Public School

2401 N. Air Depot  
Oklahoma City, OK 73141

**Whatever it takes, no excuses, no exceptions!**

**James Branscum, EdD  
Superintendent/Principal**

## **ACTIVITY FUND SUBACCOUNT INFORMATION SCHOOL YEAR \_\_\_\_\_**

SUBACCOUNT NAME AND NUMBER: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

RECEIPT BOOK ASSIGNED:

Book Number: \_\_\_\_\_

Beginning Receipt Number: \_\_\_\_\_

Activity Fund Custodian \_\_\_\_\_

Date \_\_\_\_\_

## **ACTIVITY FUND RETURNED CHECK**

**Paul Keeler, Board Vice President**                      **Antonia Jennings, Board President**  
**Erika James Clerk**





# Crutcho Public School

2401 N. Air Depot  
Oklahoma City, OK 73141

**Whatever it takes, no excuses, no exceptions!**

**James Branscum, EdD  
Superintendent/Principal**

DATE OF GAME: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

CRUTCHO VS \_\_\_\_\_

NAME OF REFEREE: \_\_\_\_\_

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**Signature of Referee**

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**Signature of Athletic Director**

**START-UP MONEY  
(RECEIVED VOUCHER)**

**Paul Keeler, Board Vice President**      **Antonia Jennings, Board President**  
**Erika James Clerk**



# Crutchto Public School

2401 N. Air Depot  
Oklahoma City, OK 73141

**Whatever it takes, no excuses, no exceptions!**

**James Branscum, EdD  
Superintendent/Principal**

Start-up money received from bank- Date: \_\_\_\_\_  
Amount: \_\_\_\_\_

Check Number: \_\_\_\_\_

Given to:

Athletics: Signed by: \_\_\_\_\_

Concession: Signed by: \_\_\_\_\_

Library Book Fair: Signed by: \_\_\_\_\_

\_\_\_\_\_  
Activity Fund Custodian

\_\_\_\_\_  
Sponsor Signature

Start-up money returned for deposit: \_\_\_\_\_

\_\_\_\_\_  
**Activity Fund Custodian**

\_\_\_\_\_  
**Sponsor Signature**

## **SPONSOR LEDGER SHEET SUBACCOUNT # \_\_\_\_\_**

**Paul Keeler, Board Vice President**

**Antonia Jennings, Board President  
Erika James Clerk**





# Crutchto Public School

2401 N. Air Depot  
Oklahoma City, OK 73141

**Whatever it takes, no excuses, no exceptions!**

**James Branscum, EdD  
Superintendent/Principal**

Use this form to reconcile cash receipts with ticket sales for all events where admission is charged

Date: \_\_\_\_\_ Event: \_\_\_\_\_

Name of Ticket Seller: \_\_\_\_\_

### Ticket Record

Number of First Ticket Sold	Number of First Unsold Ticket	Number of Tickets Sold (B-A) = C	Value of Ticket Sold	Value of Tickets Sold
			\$	\$
			\$	\$
			\$	\$
			\$	\$

### Total Value of Tickets Sold

- Total gate receipts including beginning cash: \$ \_\_\_\_\_
- Beginning Cash: \$ \_\_\_\_\_
- Net gate receipts (subtract line 2 from line 1): \$ \_\_\_\_\_
- Value of tickets sold (Column E above): \$ \_\_\_\_\_
- Ticket value unaccounted for (subtract line 4 from line 3): \$ \_\_\_\_\_
- Cash turned into office: \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
**Activity Fund Custodian**

Signed: \_\_\_\_\_  
**Ticket Seller/Athletic Director**

**FY \_\_\_\_ BUDGET FOR CRUTCHO ACTIVITY FUND SUB-ACCOUNT MONTHLY REPORT**

**Paul Keeler, Board Vice President**                      **Antonia Jennings, Board President**  
**Erika James Clerk**



# Crutchto Public School

2401 N. Air Depot  
Oklahoma City, OK 73141

**Whatever it takes, no excuses, no exceptions!**

**James Branscum, EdD  
Superintendent/Principal**

Account Name & Number \_\_\_\_\_

For the Month of \_\_\_\_\_

I. CASH FORWARD FROM PREVIOUS MONTH \$ \_\_\_\_\_

II. List Name of Fundraiser	Receipt Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL RECEIPTS \$ \_\_\_\_\_

III. Total Cash Forward from Previous Month Plus Receipts \$ \_\_\_\_\_

IV. Expenditures	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL EXPENSES \$ \_\_\_\_\_

V. Ending Cash Balance \$ \_\_\_\_\_

\_\_\_\_\_  
Sponsors Signature

\_\_\_\_\_  
Activity Fund Custodian

**ACTIVITY FUND REPORTING CASH FROM** \_\_\_\_\_

**Paul Keeler, Board Vice President**      **Antonia Jennings, Board President**  
**Erika James Clerk**



# Crutcho Public School

2401 N. Air Depot  
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Superintendent/Principal**

**DATE CASH RECEIVED** \_\_\_\_\_

<b>CASH</b>	<b>AMOUNT</b>	<b>CHECKS</b>	<b>AMOUNT</b>
PENNIES	\$		\$
NICKELS	\$		\$
DIMES	\$		\$
QUARTERS	\$		\$
HALVE DOLLARS	\$		\$
COIN DOLLARS	\$		\$
<b>TOTAL COINS</b>	<b>\$ _____</b>	<b>TOTAL CHECKS</b>	<b>\$ _____</b>
<b>CURRENCY</b>	<b>AMOUNT</b>		
DOLLARS	\$		
FIVES	\$		
TENS	\$		
TWENTYS	\$		
OTHER	\$		
<b>TOTAL CURRENCY</b>	<b>\$ _____</b>	<b>TOTAL DEPOSIT</b>	<b>\$ _____</b>

\_\_\_\_\_  
**SPONSOR**

\_\_\_\_\_  
**ACTIVITY FUND CUSTODIAN**

## STUDENT CASH ROSTER

**Antonia Jennings, Board President**

**Paul Keeler, Board Vice President**

**Erika James Clerk**







# Crutch Public School

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Oklahoma City, OK 73141

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Superintendent/Principal**

## INVENTORY RECONCILLATION FORM

Account Name & Number: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_

Description of Item Sold	Total Number Purchased	Number of Items Left	Value of Items	Total of Items Sold
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

Total Value of Tickets Sold

1. Total Value of Items purchased (from receipt): \$ \_\_\_\_\_
2. Total Cash Collected from Sales: \$ \_\_\_\_\_
3. Total of unaccounted amount: \$ \_\_\_\_\_
4. Cash turned into office: \$ \_\_\_\_\_

\_\_\_\_\_  
**SPONSOR**

\_\_\_\_\_  
**ACTIVITY FUND CUSTODIAN**

**Paul Keeler, Board Vice President**                      **Antonia Jennings, Board President**  
**Erika James Clerk**



# Crutch Public School

2401 N. Air Depot  
Oklahoma City, OK 73141

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**James Branscum, EdD  
Superintendent/Principal**

## CHECKLIST FOR GATE RECEIPTS

**CAUTION:** Never sell a ticket until the beginning cash change has been properly recorded and pre-numbered tickets are provided.

Were only pre-numbered tickets sold?	
Was the number of the first ticket to be sold recorded?	
Was the number of the last ticket sold recorded?	
Was the amount of funds in the cash box prior to the first ticket listed as beginning cash?	
Was a receipt issued to the gate keeper for beginning cash?	
Was the amount of funds in the cash box at the end of ticket sales recorded?	
Was the ticket reconciliation form balanced to the number of tickets sold?	

**Antonia Jennings, Board President**

**Paul Keeler, Board Vice President**

**Erika James Clerk**



# Crutch Public School

2401 N. Air Depot  
Oklahoma City, OK 73141

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**James Branscum, EdD  
Superintendent/Principal**

## CHECKLIST FOR TEACHERS RECEIVING CASH FROM STUDENTS

When receiving more than five dollars from students a pre-numbered, triplicate receipt must be issued to students.	
Record on the receipt the name of the student, the amount received, the date and the purpose of the funds.	
The original white receipt is given to the student.	
All money is to be turned in to the District Administration Office on a daily basis when receiving money	
The District Administration Office will issue a receipt for the money turned in.	
When receiving five dollars or less, a class roster may be used instead of pre-numbered receipts.	
On the class roster, notate the amount turned in next to the students name. The top of the class roster will be dated with todays date.	
All money is to be turned in to the District Administration Office on a daily basis when receiving money	
The District Administration Office will issue a receipt for the money turned in.	
When receiving one dollar amounts, a class tally sheet may be used. Please obtain this form from the Activity Fund Custodian.	
All money is to be turned in to the District Administration Office on a daily basis when receiving money	
The District Administration Office will issue a receipt for the money turned in.	

**Antonia Jennings, Board President**

**Paul Keeler, Board Vice President**

**Erika James Clerk**



# Crutch Public School

2401 N. Air Depot  
Oklahoma City, OK 73141

**Whatever it takes, no excuses, no exceptions!**

**James Branscum, EdD  
Superintendent/Principal**

## LOCAL BOARD APPROVED FUNDRAISERS

Number	Source of Fundraisers
1	Aluminum can drive and other collections for recyclable items.
2	Book Fairs, book sales
3	Car Wash
4	Dances and Carnivals
5	Donations
6	Dues and Fees
7	Food Sales
8	Gate receipts/Ticket Sales
9	Interest
10	Operation of student stores, concession stands, and other food sales
11	8th Grade Graduation Fees
12	Student Performance Services
13	Student Sales (candy, spirit items, etc)
14	Ticket sales to movies, plays, and other assemblies
15	Tournament Entry Fees
16	Yearbook

**Antonia Jennings, Board President**

**Paul Keeler, Board Vice President**

**Erika James Clerk**



# Crutch Public School

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Oklahoma City, OK 73141

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**James Branscum, EdD  
Superintendent/Principal**

## LOCAL BOARD APPROVED EXPENDITURES

Number	Expenditures
1	Assemblies
2	Athletic equipment and supplies
3	Banquet/reception expenses
4	Cards, flowers, gifts and staff social activities (from teachers courtesy funds)
5	Classroom equipment/classroom improvements
6	Class/club t-shirts
7	Class/school sponsored field trips
8	Clothes for the needy (coats, shoes, socks, etc)
9	Club refreshments, parties, luncheons, picnics, etc.
10	District reimbursement of fees collected
11	Dues and fees
12	Educational trip expenditures
13	8th Grade graduation expenses
14	Physical Education equipment
15	Back to School Night
16	PTO Meeting refreshments
17	Ribbons, trophies, and awards
18	Student awards, plaques, and trophies
19	Student store, concession stand inventory
20	Student travel and related expenses (lodging, meals, etc)

**Antonia Jennings, Board President**

**Paul Keeler, Board Vice President**

**Erika James Clerk**



# **Crutcho Public School**

2401 N. Air Depot  
Oklahoma City, OK 73141

**Whatever it takes, no excuses, no exceptions!**

**James Branscum, EdD  
Superintendent/Principal**

**Paul Keeler, Board Vice President**                      **Antonia Jennings, Board President**  
**Erika James Clerk**

# **CRUTCHO TIGERS**



**2020-2021**  
**Activity Fund Manual**



# THE LEGAL STUFF

## Introduction

Section 89 of the Oklahoma Cost Accounting System book and states authorizes the School Activity Fund as follows:

A. The Board of Education of each school district shall exercise control over all funds on hand or hereafter or collected, as herein provided, from student, or other extracurricular activities conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds subject to the requirements of this section shall be made daily or by the end of the next business day. Disbursements from each of the activity accounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the account was originally created. The Board of Education, at the beginning of each fiscal year and as needed during the year, shall approve all school activity fund sub accounts, all sub account fundraising activities, and all purposes for which the monies collected in each sub account can be expended...

B. The Board of Education of each school district may designate that any of the following revenue be deposited for the use of specific school activity accounts, or to a general activity fund within the school activity fund:

1. Admissions to athletic contests, school or class plays, carnival, parties, dances and promenades;
2. Sale of student activity tickets;
3. Concession sales, cafeteria or luncheon collections;
4. Dues, fees, and donations to student clubs or other organizations, provided that membership to such clubs or organizations shall not be mandatory;
5. Income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district. When approved by the Board of Education, student organizations or club projects may include fundraising activities, the revenues from which may be used for the purpose of purchasing goods or services otherwise considered to be general fund expenditures;
6. Deposits for or collections for the purchase of class pictures, pins, announcements, calling cards, annuals, banquets, student insurance and other such

personal items; provided the cost of such items shall not be charged against other school funds; and

7. Other income collected for the use by school personnel and other school related adult functions.

In summary, the Oklahoma Statutes mandate that the local Board of Education must be in control of all public funds collected and expended by a school district. Public funds have been defined by the Attorney General of Oklahoma to include any funds raised by students; funds raised on school property that has not been rented by a parent support group; funds raised by a parent support group that includes school personnel.

### **Regulations of the State Board of Education for the Administration of Activity Funds**

Some regulations of the State Board that were not included in the above statutes are:

1. The Board of Education of each district may appoint a School Activity Fund Custodian for each school within the district.
2. Deposits to or transfers from any account may be authorized by the Board of Education except School Lunch, Refund and Clearing, or Petty Cash Accounts.
3. The School Activity Custodian shall not use funds in one account for another purpose unless a transfer is granted as provided by law.
4. Accounts may be established by the Board of Education of each district by whatever name or style it deems best suited to its needs for the revenue collected.
5. Purchases from Activity Funds for material or equipment shall not be paid for unless invoices or delivery tickets are furnished.

**ROLES  
&  
RESPONSIBILITIES**

## **Responsibilities of Sponsors**

Sponsors for any group, club or student organizations are responsible for the following duties:

1. Attend a mandatory meeting at least annually regarding the laws, regulations, process and procedures of the Activity Fund.
2. Upon completion of the annual mandatory meeting, testify through affidavit that the policies and procedures of the Activity Fund Manual were made available and are understood by the sponsor.
3. Organize and conduct student projects and fundraisers. Ascertain that all receipts are properly accounted for and submitted to the Activity Fund Custodian in the District Administration Office. Sponsors need to turn in daily deposits to the District Administration Office during student projects. A cash reporting form must be completed, signed and dated by the sponsor and turned in along with the monies. Please do not send a student. Ensure that records maintained by Sponsors are compared with those of the District Administration Office at least monthly. Ensure that all records are maintained according to the Activity Fund Manual. These records are to be readily available for site audit at any random time throughout the school year, as well as annually by independent auditors.
4. Plan activities in advance. Determine purchasing needs and issue requisitions in time to obtain approval prior to the actual purchase. Many emergency requisitions and violations of proper purchasing procedures can be avoided by this means.
5. Inspect material received. All purchases must be shipped to the District Office at 2401 N Air Depot Blvd, Oklahoma City, OK 73141. All invoices/packing slips/statements must be turned in to the District Administration Office.
6. Sponsors are responsible for keeping copies of their own accounts. Master Books are kept in the District Administration Office with all paperwork related to that sub account. Sponsors may review the master book at any time during the District Administration office hours. Master books may not be removed from the office, though copies may be made.

## **Responsibilities of the Director of Finance**

The Director of Finance, being responsible for their schools overall programs, is accountable for knowing and enforcing all rules governing School Activity Funds. The basic duties required of all Director of Finance are as follows:

1. To select appropriate sponsors to represent all authorized student groups and to conduct all fund-raising activities. Because the Director of Finance is an approving officer, he/she may not act as a group sponsor.
2. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
3. To inform/train all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing and cash receipting procedures.
4. To oversee expenditures and ensure that they comply with established purchasing procedures so that they do not overdraw the related School Activity Fund Account. To ensure board policies are followed.
5. To be familiar with instructions outlined in the administrative handbook for School Activity Fund Accounting. Such knowledge is necessary to prevent authorizing, committing or ordering official acts that may be in violation with School Activity Fund laws and board regulations.
6. Attend a mandatory workshop (online or in person) at least once annually regarding the laws, regulations, process and procedures of the Activity Fund.
7. Ensure that all records are maintained according to the Activity Fund Manual. These records are to be readily available for site audit at any random time throughout the school year, as well as annually by independent auditors.

**POLICY  
&  
PROCEDURES**

## FUNDRAISERS

Before any money can be raised or a fundraiser conducted, Sponsors must complete the Fundraiser Board Approval Form and obtain all required signatures. Forms will be turned in to the District Administration Office and will be presented to the Board of Education at the next regularly scheduled meeting. Once the Board of Education has approved the fundraiser request, a copy of the form will be emailed to the Sponsor. Only after the request has been approved and the Sponsor has received the approved form, can the fundraiser be started. **All fundraisers must be approved each fiscal year.**

## PURCHASE ORDERS AND PAYMENT

State law and board policy requires that purchases must be made with a purchase order. Some purchase orders require specific board approval prior to being completed by the accounting department. ***Purchases made without a purchase order will not be paid and are your PERSONAL responsibility.***

### **Advance Payments:**

Advance payments are only issued in the form of **start up money** for the following Sub-Accounts: Athletic Department for **Gate Tickets**, **Concession Stand** and to the Library for **Book-fair**.

1. Wait for a purchase order to be created from the requisition request. You must place your requisition request for these payments at least 48 hours in advance. This is the responsibility of the sponsor.
2. Once the requisition has been approved and the purchase order created, the Custodian will cut a check made to the name of the Sponsor. The sponsor will be notified when the check is ready. At this time, the form labeled "start up money" will be signed by the Custodian and the Sponsor.
3. It is the Sponsors responsibility to take the check to the bank and obtain appropriate bills for making change.

### **Purchase Orders:**

Determine vendor and prices and availability of product. Check your purchase amount with the balance of monies available in the sub-account.

1. The sponsor must submit a signed request to the District Administration Office with the proper form. The body of the form must include information regarding quantities, price per unit, total cost and the use or purpose of purchase. Be sure to include shipping costs. Vendor information with address and phone must be included on the form. We can only purchase from approved vendors who accept purchase orders.

2. The Director of Finance will either sign as approved or disapproved. Once the purchase order is approved, a email will be sent as confirmation.
3. The District Administration Office will complete the purchase and have the merchandise shipped to the school.
4. Once the items are received by the school, the sponsor will be notified.

## **CASH HANDLING PROCEDURES**

### **Cash Handling Procedures for Activity Fund Sponsors:**

1. DO NOT begin collecting cash from students, parents, general public and staff until the Activity Fund Fundraising Request been approved by the Board of Education.
2. After the Board of Education has approved your fundraising request, the collecting of cash from students, parents, general public and staff may begin. A pre-numbered receipt is to be given to people bringing money to the school site. A carbon copy should be kept. The receipt should be issued at the time money is paid. A cash reporting blank is included in this manual as well as in the packet each Sponsor received. You may copy or print any of the blank forms included in this manual. Sponsors are required to return all receipt books to the District Administration Office as part of the year-end closing procedures, at which time they will be logged back in by the Custodian.
3. DO NOT ACCEPT CHECKS. Money Orders may be accepted.
4. All cash and money orders must be turned in to the District Administration at the end of each day.
5. If collecting funds within a classroom setting, you may use a class roster if the cost is five dollars or less.
6. If collecting funds from multiple classrooms and the cost is one dollar or less, a tally sheet may be used. Please see the District Administration Office to obtain this form.

### **Reconciliation of Ticket Sales Form:**

Used with pre-numbered tickets for admission to events, gate receipts, etc.

Remember to keep your pre-numbered tickets in an envelope or ziplock bag attached and properly identified with what reconciliation and fundraiser it corresponds with.

### **Reconciliation Fundraiser Form:**

Used for Candy, t-shirts, or other product sales for the overall fundraiser. This reconciliation is kept in addition to the sponsor ledger sheet.

### **Inventory Reconciliation Form:**

To be completed to reconcile revenue with sales for all concessions.

All sponsors are provided with a Budget for Monthly Report Form which details each transaction (deposit and expenditure) as you receive it or spend it, tallying a balance as you go. You will balance this ledger with the Custodian records on a monthly basis.

Please contact your District Administration Office or Activity Fund Custodian with any questions or assistance. Checklists and forms are included at the back of this manual, which is on the district website at [www.crutchoesd.org](http://www.crutchoesd.org). You may make copies or print as needed.

## **RECEIPTING, DEPOSITING, GAMES AND EVENTS**

### **Collections**

#### **1. Individual Sales:**

Sponsors shall issue pre-numbered receipts to all individuals who have collected funds on behalf of the activity fund organization. In the event the sponsor is not available to issue receipts, the sponsor will provide the main office with the receipt book and collection envelope.

The receipts issued should reflect the following information:

- A. Date money received
- B. Person from whom the money is received (Person or Business Name)
- C. Amount received
- D. Identify the specific fund raiser
- E. Sponsor or office personnel signature

#### **Student Cash Roster:**

For collections received of \$5 or less by classroom teachers, the classroom teacher will maintain a class roster with the amount of money collected next to each student's name. The top of the class roster will include the date and the name of the event (Example: Candy Grams). The sponsor of the sub account will issue a receipt to "Classroom - see attached roster" to the teacher turning in the money. This is the only exception to the rule of receipting themselves. A copy of this roster will be submitted with the money for deposit with the number of the receipt given.

2. Sponsors will remit daily to the Activity Fund Custodian or District Administration Office any monies received. A completed and signed cash reporting form should accompany the money when it is remitted. The carbon copy of your cash receipts or class roster must be attached, along with any reconciliation forms (if applicable). Be sure to write down the receipts numbers on your copy of the monthly budget form. The activity fund custodian or district administration office, in the presence of the sponsor, shall count the funds received, verify the receipt sequences and the total amount; and will issue a receipt to the sponsor for the funds received. The total cash received shall correspond with the receipts issued. KEEP the cash receipt that the custodian writes to you and put it in your record book.

3. The receipts issued by the activity fund custodian should reflect the following information:

- A. Date money received
- B. Person from whom the money is received
- C. Amount received
- D. Identify the fundraiser and
- E. Identify the account number to which the funds should be credited
- F. Signature
- G. Include the sponsor receipt numbers that comprise this receipt

4. The activity fund custodian shall then deposit the funds received. All money shall be deposited on a daily or weekly as required by law.

**Admissions to Athletic and Other Events:**

- 1. Issue a pre-numbered ticket to each individual attending the event with alternate tickets issued for each admission fee (The tickets should be a different color for adults, children). Documentation of the beginning ticket numbers should be maintained by the activity fund custodian.
- 2. The admission fee should be collected and tickets issued by one individual.
- 3. At the end of the event, the collections should be reconciled to the tickets issued and signed by the individuals involved. ( Reconciliation of Ticket Sales.)

**Concession Sales:**

- 1. A beginning and ending inventory of items should be maintained to reconcile items sold to that day's collections. Items sold should be recorded on a roster listing the type of item sold and the amount. The individuals involved should sign the reconciliation.
- 2. After the collections are counted and reconciled, the sponsor should issue a pre-numbered receipt.



6. MOTION AND VOTE TO APPROVE OR DISAPPROVE THE CONSENT DOCKET

A. Minutes

Crutchco Public Schools  
Regular Meeting Agenda  
Tuesday, November 10, 2020  
Conference Room, Crutchco School Building, 2401 N. AIRPORT DEPOT BLVD. ,  
OKLAHOMA CITY, Oklahoma 73141  
1:30 PM

1:37 PM

1. CALL TO ORDER

2. ROLL CALL AND DETERMINATION OF QUORUM

2.A. Flag Salute

2.B. Prayer

3. PUBLIC EXPRESSIONS (Limited to three minutes per subject item)\*

4. SUPERINTENDENT'S REPORT

4.A. Introductions of Guests

4.B. Celebrations/ Students of the Month

4.B.1.

1st Grade: Aria Cooper

Elementary Virtual: Kyle Cox

5th Grade: Angela Jackson

4.C. Financial

4.C.1. Treasurer's Report

4.C.2. Financial Report

4.D. Upcoming Events

5. DISCUSSION OF AND RECEIVE THE CRUTCHO PUBLIC SCHOOL FY2020 (2019-2020) AUDIT REPORT BY BLEDSOE, HEWETT & GULLEKSON

Received by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Absent

Yea: 2, Nay: 0, Absent: 1

6. MOTION AND VOTE TO APPROVE OR DISAPPROVE THE GENERAL BUSINESS ITEMS

Approved by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Absent

Yea: 2, Nay: 0, Absent: 1

6.A. Oklahoma City Health Department MOU - Health Classes

6.B. Special Education Consultant Contract - Dorothy Hardy

7. MOTION AND VOTE TO APPROVE OR DISAPPROVE THE CONSENT DOCKET

Approved by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Absent

Yea: 2, Nay: 0, Absent: 1

7.A. Minutes

7.B. Transfer of Funds

7.C. Encumbrances and Purchases FY 2020-2021

7.C.1. General Fund (11) P.O. #'s 79

7.C.2. Bond Fund (38) P.O. #'s NONE

7.C.3. Building Fund (21) P.O. #'s 23

7.C.4. Child Nutrition (22) P.O. #'s 13

7.C.5. Gift Fund (81) P.O. #'s NONE

7.C.6. Purchase Order Increases General Fund (11) and Bond Fund (39) and Child-N Fund (22)

7.D. Activity Fund Revenue and Expenditure Report

8. EXECUTIVE SESSION 25 OS 307 (B)(1), TO DISCUSS ITEMS UNDER PERSONNEL

9. MOTION , DISCUSSION AND VOTE TO APPROVE OR DISAPPROVE THE PERSONNEL

10. NEW BUSINESS

11. ADJOURNMENT

Motion to adjourn at 2:21 by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Absent

Yea: 2, Nay: 0, Absent: 1

3:18 PM

---

Antonia Jennings, President

---

Paul Keeler, Vice President

---

Erika James, Clerk

- B. Transfer of Funds
- C. Encumbrances and Purchases FY 2020-2021
  - 1. General Fund (11) P.O. #'s 80-81

## Purchase Order Register

**Options:** Year: 2020-2021, Fund: GENERAL FUND (FOR OPERATION), Date Range: 11/6/2020 - 12/11/2020

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
80	11/13/2020	51912	WALKER COMPANIES	NOTARY	280.00
81	11/12/2020	53529	DOROTHY HARDY	BLANKET	1,000.00
<b>Non-Payroll Total:</b>					<b>\$1,280.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$1,280.00</b>

2. Bond Fund (38) P.O. #'s NONE

**Purchase Order Register**

**Options:** Year: 2020-2021, Fund: Bond Fund(s) FY 2017, Date Range: 11/6/2020 - 12/11/2020

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
--------------	-------------	------------------	---------------	--------------------	---------------

<b>Non-Payroll Total:</b>	<u>\$0.00</u>
<b>Payroll Total:</b>	<u>\$0.00</u>
<b>Report Total:</b>	<u><u>                    </u></u>

3. Building Fund (21) P.O. #'s NONE



4. Child Nutrition (22) P.O. #'s NONE



5. Gift Fund (81) P.O. #'s 11

## Purchase Order Register

**Options:** Year: 2020-2021, Fund: GIFT FUND, Date Range: 11/6/2020 - 12/11/2020

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	12/09/2020	53648	CAROL L SCARBOROUGH	BLANKET	250.00
<b>Non-Payroll Total:</b>					<b>\$250.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$250.00</b>

6. Purchase Order Increases General Fund (11) and Bond Fund (39) and Child-N Fund (22)

## Change Order Listing

**Options:** Fund: Bond Fund(s) FY 2017, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 11/6/2020 - 12/11/2020,  
Include Negative Changes: False

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
2	08/11/2020	53620	EPCO MECHANICAL INC	BLANKET	3,060.14
3	08/11/2020	53258	PROSPERITY BANK	BLANKET	1,743.85
7	08/11/2020	51175	OFFICE DEPOT	BLANKET	147.17
<b>Non-Payroll Total:</b>					<b>\$4,951.16</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$4,951.16</b>

## Change Order Listing

**Options:** Fund: CHILD NUTRITION PROGRAMS FUND, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 11/6/2020 - 12/11/2020, Include Negative Changes: False

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
2	07/01/2020	53528	KEYSTONE FOOD SERVICE	BLANKET	38,444.71
12	09/23/2020	51113	HAGAR RESTAURANT	BLANKET	443.48
13	11/05/2020	53315	TREAT'S SOLUTIOS LLC	BLANKET	367.50
<b>Non-Payroll Total:</b>					<b>\$39,255.69</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$39,255.69</b>

## Change Order Listing

Options: Fund: GENERAL FUND (FOR OPERATION), Year: 2020-2021, ReferenceDate: PO Date, Date Range: 11/6/2020 - 12/11/2020, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
5	07/01/2020	52445	SYMMETRY ENERGY SOLUTIONS	BLANKET	201.59
7	07/01/2020	52738	LOGIX	BLANKET	559.72
9	07/01/2020	52303	CONSOLIDATED NETWORKS CORP	BLANKET	5,226.01
13	07/01/2020	51239	THE CENTER FOR EDUCATION LAW INC.	BLANKET	375.00
20	07/01/2020	51175	OFFICE DEPOT	BLANKET	15.19
22	07/01/2020	4	SAM'S CLUB	BLANKET	322.04
23	07/01/2020	52255	AT&T MOBILITY	BLANKET	1,729.37
24	07/01/2020	52886	EUREKA WATER COMPANY	BLANKET	91.25
28	07/01/2020	52991	VERIZON WIRELESS	BLANKET	160.04
30	07/01/2020	53258	PROSPERITY BANK	BLANKET	859.17
31	07/01/2020	52642	CHATTERBOX INC	BLANKET	4,485.00
33	07/01/2020	16	XEROX FINANCIAL SERVICES	BLANKET	661.83
43	07/01/2020	52963	DANYAWN MILES	BLANKET	1,700.00
44	07/01/2020	53569	OKLAHOMA CONSULTING & ACCOUNTING	BLANKET	2,350.00
51	07/01/2020	51960	HOMER SMITH JR	BLANKET	900.00
54	07/01/2020	53570	JOSE ESPARZA	BLANKET	1,260.00
67	07/01/2020	53631	MIDWEST CITY BEACON	BLANKET	28.00
70	07/01/2020	53678	DESIREE JONES	BLANKET	1,395.00
72	07/09/2020	50014	OSSEGIB	BLANKET	280.60
<b>Non-Payroll Total:</b>					<b>\$22,599.81</b>
<b>Payroll Total:</b>					<b>\$1,924.07</b>
<b>Report Total:</b>					<b>\$24,523.88</b>

D. Activity Fund Revenue and Expenditure Report

**Crutch Public School**  
**Revenue/Expenditure Summary**

**Options:** Fund: 60, Date Range: 11/1/2020 - 11/30/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 Superintendent Miscellaneous	\$5,601.68	\$0.00	\$0.00	\$473.15	\$5,128.53	\$968.98	\$4,159.55
802 Concession	\$1,712.65	\$0.00	\$0.00	\$0.00	\$1,712.65	\$0.00	\$1,712.65
804 Vocal Music	\$464.33	\$0.00	\$0.00	\$0.00	\$464.33	\$0.00	\$464.33
806 Athletics	\$1,673.94	\$0.00	\$0.00	\$0.00	\$1,673.94	\$0.00	\$1,673.94
807 1st Grade	\$29.43	\$0.00	\$0.00	\$0.00	\$29.43	\$0.00	\$29.43
808 Pep Club/Cheerleaders	\$402.73	\$0.00	\$0.00	\$0.00	\$402.73	\$0.00	\$402.73
809 Student Council	\$1,316.94	\$0.00	\$0.00	\$0.00	\$1,316.94	\$0.00	\$1,316.94
810 Band	\$116.21	\$0.00	\$0.00	\$0.00	\$116.21	\$0.00	\$116.21
811 Library	\$952.69	\$0.00	\$0.00	\$770.92	\$181.77	\$0.00	\$181.77
812 Book Orders	\$0.05	\$0.00	\$0.00	\$0.00	\$0.05	\$0.00	\$0.05
814 Pre-Kindergarten	\$61.42	\$0.00	\$0.00	\$0.00	\$61.42	\$0.00	\$61.42
815 7th Grade	\$65.38	\$0.00	\$0.00	\$0.00	\$65.38	\$0.00	\$65.38
816 Tech. Students / TSA	\$41.38	\$0.00	\$0.00	\$0.00	\$41.38	\$0.00	\$41.38
819 2nd Grade	\$0.05	\$0.00	\$0.00	\$0.00	\$0.05	\$0.00	\$0.05
821 4th Grade	\$1,100.67	\$0.00	\$0.00	\$0.00	\$1,100.67	\$0.49	\$1,100.18
823 3rd Grade	\$15.03	\$0.00	\$0.00	\$0.00	\$15.03	\$0.00	\$15.03
824 6th Grade	\$7.78	\$0.00	\$0.00	\$0.00	\$7.78	\$0.00	\$7.78
825 8th Grade	\$296.14	\$0.00	\$0.00	\$0.00	\$296.14	\$0.00	\$296.14
826 Staff Account	\$39.59	\$0.00	\$0.00	\$0.00	\$39.59	\$0.00	\$39.59
828 Humanities/Art	\$532.01	\$0.00	\$0.00	\$0.00	\$532.01	\$0.00	\$532.01
831 School Uniforms	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
832 Principal's Miscellaneous	\$2,345.22	\$0.00	\$0.00	\$0.00	\$2,345.22	\$0.00	\$2,345.22
834 HORNETS	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
837 YEAR BOOK	\$687.49	\$0.00	\$0.00	\$0.00	\$687.49	\$0.00	\$687.49
838 KINDERGARTEN	\$48.90	\$0.00	\$0.00	\$0.00	\$48.90	\$0.00	\$48.90
839 After School Program PK-2nd	\$557.96	\$0.00	\$0.00	\$0.00	\$557.96	\$0.00	\$557.96
840 CRUTCHO PTO	\$371.63	\$0.00	\$0.00	\$0.00	\$371.63	\$0.00	\$371.63
843 Tiger Store	\$190.52	\$0.00	\$0.00	\$0.00	\$190.52	\$0.00	\$190.52
844 Coca Cola Give	\$344.64	\$0.00	\$0.00	\$0.00	\$344.64	\$0.00	\$344.64
845 Box Tops	\$5,616.35	\$0.00	\$0.00	\$0.00	\$5,616.35	\$0.00	\$5,616.35
<b>Total</b>	<b>\$24,662.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,244.07</b>	<b>\$23,418.74</b>	<b>\$969.47</b>	<b>\$22,449.27</b>

**CRUTCHO ACTIVITY FUND BANK**  
**RECONCILIATION OCTOBER**

CHASE BANK STATEMENT BALANCE	PREVIOUS BALANCE	\$24,692.81		
TOTAL DEPOSITS		\$0.00		
CHECKS PAID		\$1,244.07		
UNPAID PURCHASE ORDERS FY2019		\$30.00		
UNPAID PURCHASE ORDERS FY2021		\$0.00		
CASH END BALANCE		\$23,418.74		
BANK FEES				
RETURNED CHECK				
STATEMENT BALANCE		\$23,448.74		
RECONCILED BY	Melvin Perry			



JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus OH 43218-2051

October 31, 2020 through November 30, 2020

Account Number: 000000710381268

**CUSTOMER SERVICE INFORMATION**

Web site: Chase.com  
 Service Center: 1-800-935-9935  
 Deaf and Hard of Hearing: 1-800-242-7383  
 Para Espanol: 1-877-312-4273  
 International Calls: 1-713-262-1679



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CRUTCHO SCHOOL ACTIVITY  
 2401 N AIR DEPOT  
 OKLAHOMA CITY OK 73141-1407

**CHECKING SUMMARY**

Chase Total Checking

	AMOUNT
Beginning Balance	\$24,692.81
Checks Paid	-1,244.07
Ending Balance	\$23,448.74

**CHECKS PAID**

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
0 ^		11/09	\$200.00
0 ^		11/10	49.75
6 ^		11/09	223.40
7 ^		11/09	770.92
Total Checks Paid			\$1,244.07

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

\* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

A Monthly Service Fee was **not** charged to your Chase Total Checking account. Here are the three ways you can avoid this fee during any statement period:

- Have electronic deposits made into this account totaling \$500.00 or more, such as payments from payroll providers or government benefit providers, by using (i) the ACH network, (ii) the Real Time Payment network, or (iii) third party services that facilitate payments to your debit card using the Visa or Mastercard network. (You did not have an electronic deposit this statement period)
- OR, keep a balance at the beginning of each day of \$1,500.00 or more in this account. (Your balance at the beginning of each day was \$23,448.74)
- OR, keep an average beginning day balance of \$5,000.00 or more in qualifying linked deposits and investments. (Your average beginning day balance of qualifying linked deposits and investments was \$23,851.65)

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-855-564-2252 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

IMAGES

ACCOUNT # 000000710381268

See both front and back images of cleared checks at Chase.com. If you're not enrolled in this free service, please enroll now.



102070794738 NOV 09 #0000000000 \$200.00



104030027013 NOV 10 #0000000000 \$49.75



103470595972 NOV 09 #0000000000 \$223.40



002070185097 NOV 09 #0000000007 \$770.92

# Crutcho Public School

## Receipt Register

Options: Fund: SCHOOL ACTIVITY FUNDS, Show Detail: Yes, Date Range: 11/1/2020 - 11/30/2020, Account: CHASE, Status: All

Receipt No	Date	Received From		Project	Program	Unit	Amount	Status
	Year	Fund	Acct Type	Acct No			Amount	

---

Year and Fund Totals:

Total Receipts Posted =

Total Receipts Not Posted =

**Crutcho Public School**

**Payment Clearing Register**

**Options:** Fund: SCHOOL ACTIVITY FUNDS, Show Detail: Yes, Date Range: 11/1/2020 - 11/30/2020, Account: CHASE, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No		Amount	
4	11/30/2020	107	AC		Posted
	2021 60	5		\$49.75	
	2021 60	6		\$223.40	
	2021 60	7		\$770.92	
	2021 60	8		\$200.00	
	2021 60 Total			<u>\$1,244.07</u>	

**Year and Fund Totals:**

2021 60 \$1,244.07

**Total Payment Clearing Posted = \$1,244.07**

**Total Payment Clearing Not Posted = \$0.00**

## Crutch Public School

### Payment Register

**Options:** Year: 2020-2021, Fund: SCHOOL ACTIVITY FUNDS, Date Range: 11/1/2020 - 11/30/2020, Print Payroll Payments: True

Year	Fund	No	Date	Vendor	Date Type	Date Registered	Clearing Date	Clearing No	Amount
2021	60	5	11/04/2020	JONES SCHOOL SUPPLY COMPANY, I		11/4/2020	11/30/2020	4	\$49.75
2021	60	6	11/04/2020	SAM'S CLUB		11/4/2020	11/30/2020	4	\$223.40
2021	60	7	11/04/2020	SCHOLASTIC BOOK FAIR - 30		11/4/2020	11/30/2020	4	\$770.92
2021	60	8	11/04/2020	WAL-MART		11/4/2020	11/30/2020	4	\$200.00
<b>Non-Payroll Total:</b>									<b>\$1,244.07</b>
<b>Payroll Total:</b>									<b>\$0.00</b>
<b>Balance Forward:</b>									<b>\$768.51</b>
<b>Total:</b>									<b>\$2,012.58</b>

**Crutcho Public School**  
**Outstanding Payments**

**Options:** Fiscal Years: 2020, Funds: 60, As Of Date: 11/30/2020

<b>Year</b>	<b>Fund</b>	<b>No</b>	<b>Date</b>	<b>Reg Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Amount</b>
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**Total:** \_\_\_\_\_

**Total Outstanding:** \_\_\_\_\_

**Crutch Public School**  
**Outstanding Payments**

**Options:** Fiscal Years: 2021, Funds: 60, As Of Date: 11/30/2020

<b>Year</b>	<b>Fund</b>	<b>No</b>	<b>Date</b>	<b>Reg Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Amount</b>
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**Total:** \_\_\_\_\_

**Total Outstanding:** \_\_\_\_\_

### Crutch Public School

#### Outstanding Payments

Options: Fiscal Years: 2019, Funds: 60, As Of Date: 11/30/2020

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2019	60	10	12/3/2018	12/3/2018	53183	REFEREES - DESMOND RENAUE	\$30.00
<b>Total: 2019 60</b>							<b>\$30.00</b>
<b>Total Outstanding:</b>							<b>\$30.00</b>

7. EXECUTIVE SESSION 25 OS 307 (B)(1), TO DISCUSS ITEMS UNDER PERSONNEL
  - A. Evaluation of Superintendent
8. MOTION , DISCUSSION AND VOTE TO APPROVE OR DISAPPROVE THE PERSONNEL
9. NEW BUSINESS
10. ADJOURNMENT

Any person wishing to address an issue on the agenda must sign in with the Board President and give subject matter prior to roll call. The Board of Education may vote to convene in executive session to discuss any matter on this agenda deemed appropriate and take action on any agenda matter.

Posted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_.M., in the encased outside bulletin board and by the entrance to the District Administration Offices, Crutch Public Schools, 2401 N. Air Depot Blvd., Oklahoma City, Oklahoma.

Name of Person Posting: Sheila Cavett

Title: Superintendent Secretary

Signature: \_\_\_\_\_