

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Parkside Junior High School

Student Activity Fund Name Promise Council (9665)

1. The balance of the Student Activity Fund is \$ 789.49

2. Reason for dissolution: The Promise Council is now a separate organization with it's own bank account.

3. The balance in the fund is to be transferred to:

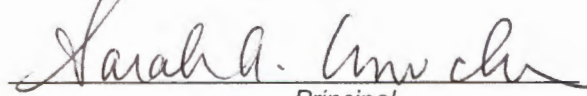
<u>General Fund</u>	<u>9500</u>
<i>Account Title</i>	<i>Account Number</i>

4. **Authorized Signatures:**

The following individuals authorized the dissolution of this fund:

N/A
Student Representative


Faculty Advisor


Principal

This request was approved by the Board of Education on _____

Business Manager

Date

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Cedar Ridge Elementary School

Student Activity Fund Name Promise Council (9665)

1. The balance of the Student Activity Fund is \$ ~~480.00~~ 0.00

2. Reason for dissolution: The Promise Council is now a separate organization with it's own bank account.

3. The balance in the fund is to be transferred to:

<u>General Fund</u>	<u>9500</u>
<i>Account Title</i>	<i>Account Number</i>

4. **Authorized Signatures:**

The following individuals authorized the dissolution of this fund:

<u>N/A</u>	<u>N/A</u>
<i>Student Representative</i>	<i>Faculty Advisor</i>

Christine Mahles
Principal

This request was approved by the Board of Education on _____

Business Manager *Date*

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Oakdale Elementary School

Student Activity Fund Name Promise Council (9665)

1. The balance of the Student Activity Fund is \$ 0.00

2. Reason for dissolution: The Promise Council is now a separate organization with it's own bank account.

3. The balance in the fund is to be transferred to:

<u>n/a</u>	<u>n/a</u>
<i>Account Title</i>	<i>Account Number</i>

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

<u>N/A</u>	<u>N/A</u>
<i>Student Representative</i>	<i>Faculty Advisor</i>


Principal

This request was approved by the Board of Education on _____

_____	_____
<i>Business Manager</i>	<i>Date</i>

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Beef (9543)

1 The balance of the Student Activity Fund is \$ 7,170.70

2 Reason for dissolution: Two similar accounts,
Combining per attached email.

3 The balance in the fund is to be transferred to:
Culinary Arts 9576
Account Title *Account Number*

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

T. K. Wilson *Student Representative*
[Signature] *Faculty Advisor*
[Signature] *Principal*

This request was approved by the Board of Education on _____

Business Manager *Date*

Adopted: February 10, 2010
Reviewed: February 2011
Amended: September 22, 2010

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Technology 9516

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: No longer used

3. The balance in the fund is to be transferred to:

Account Title Account Number

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

Student Representative NA
Faculty Advisor

[Signature]
Principal

This request was approved by the Board of Education on _____

Business Manager Date

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Book Rental 9549

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: No longer used

3. The balance in the fund is to be transferred to:

Account Title Account Number

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

Student Representative NA
Faculty Advisor

Principal
Principal

This request was approved by the Board of Education on _____

Business Manager Date

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Choir 9562

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: No longer needed

3. The balance in the fund is to be transferred to:

Account Title _____ Account Number _____

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

Student Representative _____ Sara Williamson Faculty Advisor email attached,
Principal _____ AJD

This request was approved by the Board of Education on _____

Business Manager _____ Date _____



Julie Nikolanci <nikolanj@unit5.org>

Re: Activity Account

1 message

SARA WILLIAMS <williams@unit5.org>
To: Julie Nikolanci <nikolanj@unit5.org>

Tue, Jan 14, 2025 at 3:52 PM

Thanks for reaching out to me, Julie. We can just close the account with the zero balance and continue to use the Choir Parent account.

Sara

On Tue, Jan 14, 2025, 9:17 AM Julie Nikolanci <nikolanj@unit5.org> wrote:

Hi Sara - Hope you are doing well!

I am in the process of cleaning up our student activity accounts. There are two accounts listed for Choir. One has a zero balance and I thought we had already closed it but it is still showing open.

Choir - Zero balance

Choir Parents - I know that we use this one.

Can I close the Choir account or do you still need it?

Julie Nikolanci

Administrative Assistant

Normal West High School

nikolanj@unit5.org

309-557-4638

Click [here](#): Request for Payment

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Paperclips Plus 9655

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: No longer needed

3. The balance in the fund is to be transferred to:

_____ Account Title _____ Account Number _____

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

_____ NA _____
Student Representative Faculty Advisor

[Signature] _____
Principal

This request was approved by the Board of Education on _____

_____ Business Manager _____ Date _____

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West
Student Activity Fund Name Orchestra - Student 9653

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Account not used

3. The balance in the fund is to be transferred to:

Account Title	Account Number
---------------	----------------

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

Student Representative	<u>Kim Boehmgen</u> Faculty Advisor	Email Attached
	<u>Angie</u> Principal	

This request was approved by the Board of Education on _____

Business Manager	Date
------------------	------



Julie Nikolanci <nikolanj@unit5.org>

Re: Activity accounts

1 message

Kimberley Boehm <boehmk@unit5.org>

Tue, Jan 14, 2025 at 9:23 AM

To: Julie Nikolanci <nikolanj@unit5.org>

You can close the Orchestra Student account! I typically use the Orchestra Activity account.

On Tue, Jan 14, 2025 at 9:20 AM Julie Nikolanci <nikolanj@unit5.org> wrote:

Hi Kim -

I am in the process of cleaning up our student activity accounts. There are two accounts listed for Orchestra. One has a zero balance and the other maintains a balance.

Orchestra Student - Zero balance
Orchestra - 300.42

Can I close the Orchestra/Student account or do you still need it?

Julie Nikolanci

Administrative Assistant

Normal West High School

nikolanj@unit5.org

309-557-4638

[Click here](#): Request for Payment

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West
Student Activity Fund Name Patrick Longfellow Memorial (9656)

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Funds moved into another activity account by JE

3. The balance in the fund is to be transferred to:

Account Title _____ Account Number _____

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

Student Representative _____
Faculty Advisor Kristen Fairfield - email attached
Principal [Signature]

This request was approved by the Board of Education on _____

Business Manager _____ Date _____



Julie Nikolanci <nikolanj@unit5.org>

Re: Activity Account

1 message

KRISTYN FAIRFIELD <fairfikk@unit5.org>

Wed, Jan 15, 2025 at 3:04 PM

To: Julie Nikolanci <nikolanj@unit5.org>

Julie,

Patrick Longfellow was a student of mine who passed away. A memorial was given to our Level 2/3 program from his parents to purchase supplies for the classroom, sensory items for the classroom, incentives for students, etc.

To clean up the accounts, could we merge the Patrick Longfellow account with our CI downstairs account. And then could we make the name of the account LR Level 2/3 Program since we are no longer referred to as CI?

Thanks so much!!

*Kristy Fairfield**LBS1**Normal West High School**(309) 336-6275 - classroom**(309) 530-4981 - cell*

On Tue, Jan 14, 2025 at 7:57 AM Julie Nikolanci <nikolanj@unit5.org> wrote:

Good morning - I'm in the process of going through our activity accounts and wanted to reach out to you regarding the Patrick Longfellow Memorial account. Do you know the background of this account other than it being memorial funds for a former student. What is it used for? Who uses it?

Currently the balance is \$777.95. This account hasn't been used since I took over the position.

Julie Nikolanci

Administrative Assistant

Normal West High School

nikolanj@unit5.org

309-557-4638

Click here: [Request for Payment](#)

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Revolving 9671

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Account not used

3. The balance in the fund is to be transferred to:

Account Title	Account Number
---------------	----------------

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

NA
Student Representative Faculty Advisor

[Signature]
Principal

This request was approved by the Board of Education on _____

Business Manager Date

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Uniforms 9716

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Account not used

3. The balance in the fund is to be transferred to:

Account Title	Account Number
---------------	----------------

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

<u>NA</u> Student Representative	<u>NA</u> Faculty Advisor
-------------------------------------	------------------------------

<u>[Signature]</u> Principal

This request was approved by the Board of Education on _____

_____	_____
Business Manager	Date

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name West Fest 9723

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Account Not Used

3. The balance in the fund is to be transferred to:

Account Title Account Number

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

Student Representative WA Faculty Advisor

Principal

This request was approved by the Board of Education on _____

Business Manager Date

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Class of 2013 (9736)

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Account no longer needed

3. The balance in the fund is to be transferred to:

Account Title	Account Number
---------------	----------------

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

<u>NA</u> Student Representative	<u>NA</u> Faculty Advisor
-------------------------------------	------------------------------

<u>[Signature]</u> Principal

This request was approved by the Board of Education on _____

_____ Business Manager	_____ Date
---------------------------	---------------

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Class of 2020 9759

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Account no longer needed

3. The balance in the fund is to be transferred to:

Account Title	Account Number
---------------	----------------

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

<u>Timothy P B</u>	Faculty Advisor
<u>[Signature]</u>	Principal

This request was approved by the Board of Education on _____

Business Manager	Date
------------------	------

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Class of 2021 9760

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Account no longer needed

3. The balance in the fund is to be transferred to:

Account Title Account Number

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

Student Representative Timothy P. R...
Faculty Advisor
Principal

This request was approved by the Board of Education on _____

Business Manager Date

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Class of 2022 9761

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Account no longer needed

3. The balance in the fund is to be transferred to:

Account Title Account Number

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

Student Representative Timothy P B
Faculty Advisor

Principal

This request was approved by the Board of Education on _____

Business Manager Date

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West
Student Activity Fund Name JO Cheerleaders 9632

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Account no longer needed

3. The balance in the fund is to be transferred to:

Account Title _____ Account Number _____

4. **Authorized Signatures:**

The following individuals authorized the dissolution of this fund:

Wes Jeffers Faculty Advisor
[Signature] Principal

This request was approved by the Board of Education on _____

Business Manager _____ Date _____

Exhibit - Request for Dissolution of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Normal West

Student Activity Fund Name Autism (9539)

1. The balance of the Student Activity Fund is \$ 0

2. Reason for dissolution: Account no longer needed.

3. The balance in the fund is to be transferred to:

Account Title Account Number

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

Student Representative Heather Lueschen Facult Advisor JA - see attached email

Principal

This request was approved by the Board of Education on _____

Business Manager Date



Julie Nikolanci <nikolanj@unit5.org>

Re: Account question

1 message

Heather Lueschen <lueschenhl@unit5.org>

Tue, Jan 14, 2025 at 8:23 AM

To: Julie Nikolanci <nikolanj@unit5.org>

Liz says it is where the money from the tootsie roll drive went when she first started doing the Tootsie Roll drive.

Can we transfer it to the SS 1 account and close the Autism account?

Heather.

On Tue, Jan 14, 2025 at 7:54 AM Julie Nikolanci <nikolanj@unit5.org> wrote:

Hi Heather - I am cleaning up some of our activity accounts. There is one called Autism that currently has \$221.44. Sharri thought it was where Tootsie Roll money was deposited but no one seems to know anything about it. I've checked with Tonya Stillwell and even Dawn Sheppelman as she has been here lately with one of her students. Do you happen to know anything about this account?

Julie Nikolanci

Administrative Assistant

Normal West High School

nikolanj@unit5.org

309-557-4638

[Click here](#): Request for Payment