



FY25-26 Management of Student Activity Accounts – Central Office Oversight

Purpose

To establish a consistent and transparent process for the management, disbursement, and oversight of student activity funds held by the Central Office on behalf of district schools.

Scope

This SOP applies to all school sites and Central Office personnel involved in the handling, approval, and disbursement of Student Activity Account funds.

Definitions

- **Student Activity Account**- A fund designated for student clubs, organizations, and activities, sourced from fundraisers, donations, and other student-led initiatives.
- **Advisor**-The staff member responsible for the oversight of a specific student group or club.
- **Principal**- School site administrator responsible for approving all student activity-related financial transactions.

Procedures

1. Fund Request Submission

Advisors must complete the **Student Activity Account Fund Request Form**. All requests must include required supporting documentation:

- Meeting minutes indicating group approval (if applicable)
- Invoice/quote or receipts
- Approved Fundraiser Form (if tied to a fundraiser)

Completed forms and documentation must be emailed to Studentactivities@slps.org

2. School-Level Approval

The form must be signed by the school principal before submission. Requests without principal approval will not be processed.



3. Central Office Review

Central Office Finance staff will:

- Verify completeness of submission
- Confirm fund availability
- Ensure documentation aligns with district financial guidelines

Incomplete or non-compliant requests will be returned for correction.

4. Disbursement Process

Upon approval, funds will be disbursed via:

- Vendor payment (check or ACH)
- Reimbursement to staff (with valid receipts and payment method information)

Disbursement will occur within **5-7 business days** of approval.

5. Recordkeeping & Compliance

All transactions will be recorded under the designated student group's account code. Documentation will be retained digitally for audit and compliance purposes for a minimum of five (5) years.

6. Audits

Random internal audits will be conducted annually to ensure policy compliance. Schools must cooperate and provide all requested documents upon request.

Responsibilities

Advisor- Initiates requests, gathers documentation, ensures student approval

Principal- Reviews and approves all requests before submission

Central Office (Finance)-Reviews, processes, disburses, and records all transactions

Contact

For questions or assistance, contact:

Email: Studentactivities@slps.org