



## Student Activity Accounts Guide FY25-26



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## 1. Overview of Student Activity Accounts

- Funds are overseen by the building principal with input from faculty and student representatives.
- Separate tracking is required for each activity or fund.
- All accounts are supervised at the school level; high school accounts are managed by faculty advisors.

## 2. Receipts and Deposits

- Submit deposits daily to the principal or designee.
- Bank deposits must be made within 1 day of receipt.
- Deposit information must be entered into EPES after deposit.
- Complete district deposit form- Email to [studentactivities@slps.org](mailto:studentactivities@slps.org)

## 3. Disbursements

- Complete Student Activity Request form- Email to [studentactivities@slps.org](mailto:studentactivities@slps.org)
- No checks are issued beyond the available fund balance.
- Display the District's tax exempt form for purchases—no sales tax will be reimbursed.

## 4. Interest and Bank Reconciliation

- Interest is distributed quarterly based on account balances.
- Reconciliation must be completed by the 20<sup>th</sup> of the following month and matched with EPES.
- Hard copies of ledgers and reconciliations must be signed, filed monthly and a copy sent to the Accounting Office.
- **If you have additional questions regarding reconciliations, please contact:** Charles Ellis at

[Charles.ellis@slps.org](mailto:Charles.ellis@slps.org) or Armando Lopez at [Armando.lopez@slps.org](mailto:Armando.lopez@slps.org)

## **5. Use of Funds and Policy Compliance**

- Funds must benefit students and not be used for non-student activities.
- Board Policy #4840 mandates the ethical use of school funds and property.

## **6. Account Management**

- Accounts are created only by the Treasury Department and held at U.S. Bank.
- Online banking access is available for building leadership and their designee
- If you do not have access to online banking, please contact [studentactivities@slps.org](mailto:studentactivities@slps.org)

## **7. Purchasing and Bidding**

- No cash payments from receipts; all expenses must be by check.
- Purchases over \$3,000 require 3 bids if using non-preferred vendors.
- Purchases over \$5,000 require an RFP and board approval.

## **8. Contracts and Vendor Engagement**

- Contracts must be approved by faculty advisors, principal, legal and Superintendent.
- Vendor Contracts must be reviewed and approved by Procurement and Legal.

## **9. Petty Cash, Loans, and Fund Restrictions**

- No petty cash or blank pre-signed checks are allowed.

- No loans or purchases for other organizations or tax-free items for employees.
- Avoid purchases involving commissions.

#### **10. Fundraising Procedures**

- Principal oversees all fundraising and must approve in advance.
- Each activity must have a Fundraising Approval Form.
- Refunds require documentation and must be issued by check.
- Parent groups must report post-event to the principal.

#### **11. Employee Payments**

- District employees must be paid through district payroll with deductions.
- Student organizations reimburse the general fund when needed.