# 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**](mailto: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](mailto:Studentactivities@slps.org)