



Standard Operating Procedure (SOP) Centralized Management of School-Level Deposits

1. Purpose

To outline the procedures for centralized management of all school activity accounts within the district, including the proper process for collecting, documenting, and depositing funds collected at individual school sites.

2. Scope

This SOP applies to all school personnel responsible for handling student activity funds at the school level, as well as central office finance staff tasked with oversight and reconciliation.

3. Responsibilities

- **School Staff:** Responsible for collecting funds, completing deposit forms accurately, and submitting documentation timely.
- **Principal or Designee:** Verifies and approves deposits before submission.
- **Central Office Finance Staff:** Manages the centralized account, verifies deposits, posts transactions, and provides regular reports.

4. Procedures

Step 1: Collection of Funds at School Level

Funds (checks, or money orders) are collected in accordance with approved student activities, or events. All collections must be documented and safeguarded until deposit.

Step 2: Completion of School Activity Deposit Form

The School Activity Deposit Form must be completed in full, including payment breakdown, source of funds, and the associated activity or club. Supporting documentation must be attached.

Step 3: Verification and Approval

The form must be reviewed and signed by the principal or designee to ensure accuracy and compliance with district policy.

Step 4: Submission to Central Office



Scanned copies of the completed deposit form and all supporting documentation must be submitted via email to treasury@slps.org within 1 business days of collection.

Step 5: Central Office Processing

Central office staff verify the received documentation, post the deposit to the correct school activity sub-account, and issue a confirmation receipt to the school.

5. Compliance

Non-compliance with these procedures may result in delayed deposits, audit findings, or disciplinary action per district policy.