# A picture containing text, person, track and field Description automatically generatedA blue and yellow circle with white text AI-generated content may be incorrect.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 20th 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. 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. 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. 11. Employee Payments

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