



# Oklahoma City

PUBLIC SCHOOLS

Fiscal Year 2026

Beginning of Year Updates for  
Financial/ Principal Secretaries/  
Principal Training

A stylized blue and yellow bird logo is positioned in the top left corner of the slide. The background features diagonal stripes in orange, yellow, and blue.

# Courier Service

Dustin Brown - Lead Courier

[dcbrown1@okcps.org](mailto:dcbrown1@okcps.org)

405-587-1115

Blank Safe Deposit & Pick-Up log located at [OKCPS.org](http://OKCPS.org)>Departments>Financial Services>School Finance Resource Page> Courier Services

**General Rule:** If the students are not in school session, the Courier service will not run. You will need to take deposits to the bank.



# School Accounting Contacts

Reports and Questions on Student Activity Funds should **always** be sent to  
[activityfunds@okcps.org](mailto:activityfunds@okcps.org)

**Sherrye Cravens Crawford**

Director of Financial  
Systems & Site Support

[slcrawford@okcps.org](mailto:slcrawford@okcps.org)

405.587.0479

**Roni Colbert**

Accounting Specialist

[rmcolbert@okcps.org](mailto:rmcolbert@okcps.org)

405.587.0510

**Lisa Rodgers**

Accounting Specialist

[lnrodgers@okcps.org](mailto:lnrodgers@okcps.org)

405.587.0108

# Schools by Facilitator

Lisa Rodgers

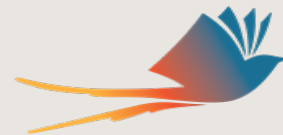


Adams ES  
Adelaide Lee ES  
Arthur ES  
Bodine ES  
Coolidge ES  
Esperanza ES  
Eugene Field ES  
Hayes ES  
Heronville ES  
Hillcrest ES  
Martin Luther King ES  
Nichols Hills ES  
Prairie Queen ES  
Southern Hills ES  
Thelma Parks ES  
Willow Brook ES  
Wilson ES

Capitol Hill MS  
F D Moon MS  
Jefferson MS  
John Marshall MS  
Mary Golda Ross MS  
Roosevelt MS  
Wheeler MS  
Capitol Hill HS  
Douglass HS  
Emerson South Mid HS  
Putnam Heights Academy HS  
US Grant HS

# Schools by Facilitator

## Roni Colbert



Administration  
Britton ES  
Buchanan ES  
Cesar Chavez ES  
Cleveland ES  
Fillmore ES  
Hawthorne ES  
Kaiser ES  
Mark Twain ES  
Monroe ES  
Quail Creek ES  
Ridgeview ES  
Rockwood ES  
Spencer ES  
Van Buren ES

Belle Isle Enterprise MS  
Classen SAS MS  
Rogers MS  
Southeast MS  
Taft MS  
Webster MS  
Classen SAS @NE HS  
Emerson North Mid HS  
John Marshall HS  
NW Classen HS  
Southeast HS  
Star Spencer HS



# DEADLINES

Monthly Reporting is due by the 10<sup>th</sup> of each month.

## Monthly reporting will consist of:

- Fundraising paperwork:
  - Profit & Loss Forms
  - Inventories/Concessions
  - Ticket Reconciliations
- Monthly Check List – Signed
- Budgets by Fund – 19 Report **FY2026**
- Cash Receipts - 56 Report
- PO Status - ZMM97TD Open PO Report - Document Numbers - **4926000000 - 4926999999**
- Athletic change fund **Cash Count form** completed and attached

# Secretary and Sponsor Expectations Forms

- These forms will be sent out to each Financial Secretary to read and/or send to their Sponsors to sign an agreement that they will comply with Student Activity and Oklahoma School laws.
- This can be a good training tool for your Sponsors.

## Let families know about My School Bucks!









Look for the communication tool on your MSB or the link is below for various ways to get information out to families. (These are general links and not site specific).

<https://info.heartlandschoolsolutions.com/mc-msb-meals>

1. Parents create an account and choose their OKCPS site from there.
2. They will see items that are set up for your school site.
3. From there, items can be purchased.

### Pros:

- Generated receipt after purchase
- Set start/stop dates for products and school events
- Pay anywhere, families do not have to come to the school
- No logging payments in SAP- Cash Journal
- Latchkey can all be paid online and on time. By sending only a link specifically for latchkey to these parents only.

<input type="checkbox"/>			Graphic	Product ID	Product Name
<input type="checkbox"/>	≡	▼		<a href="#">prod36</a>	<a href="#">Gifts &amp; Donations</a>
<input type="checkbox"/>	≡	▼		<a href="#">prod48</a>	<a href="#">Jeans Day - Faculty wristband year</a>
<input type="checkbox"/>	≡	▼		<a href="#">prod47</a>	<a href="#">Jeans Day - Students</a>
<input type="checkbox"/>	≡	▼		<a href="#">prod24</a>	<a href="#">Lost Library Books</a>
<input type="checkbox"/>	≡	▼		<a href="#">prod18</a>	<a href="#">Lost or Damaged Student Technology</a>
<input type="checkbox"/>	≡	▼		<a href="#">prod31</a>	<a href="#">Lost Text Books</a>
<input type="checkbox"/>	≡	▼		<a href="#">prod73</a>	<a href="#">School Store</a>
<input type="checkbox"/>	≡	▼		<a href="#">prod11</a>	<a href="#">School Uniform - Navy Poloshirt</a>





# Forms in Cognito

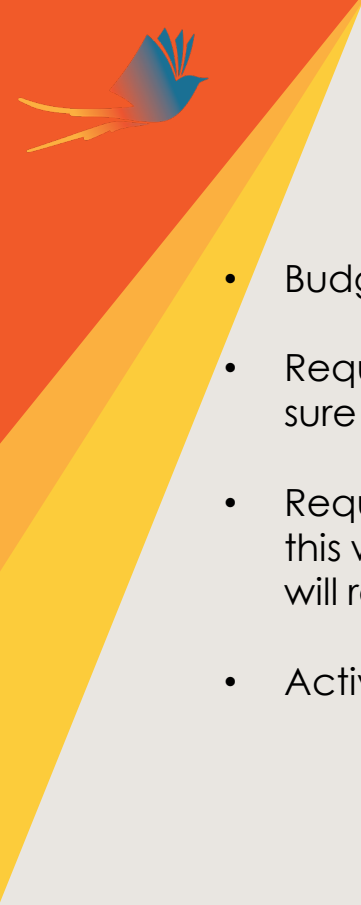
SAF - FY26 Annual Budget

SAF - FY26 Dormant & Inactive Cost Centers

SAF - FY26 Monthly Student Activity Fund Checklist

SAF - FY26 Secretary Expectations

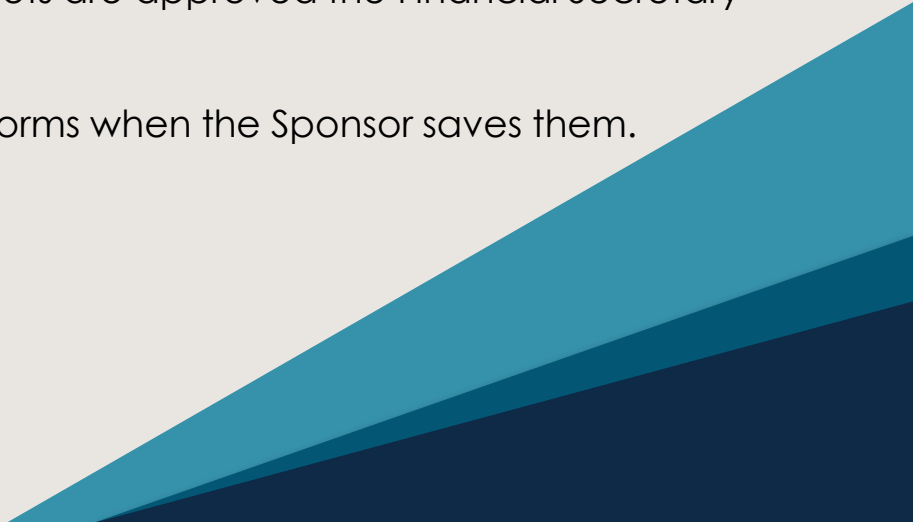
SAF - FY26 Sponsor Expectations



# DEADLINES

## FY2026 Budgets

- Budgets for each Student Activity Fund (SAF) Cost Center are due by **August 29<sup>th</sup>**.
- Request Teachers/Sponsors to fill out Fundraiser Permission Forms for FY2026. Make sure Principal has approved this form before starting any fundraisers.
- Request Teachers/Sponsors to go to the Cognito form and fill out FY26 Budget and this will route to the Principal. After budgets are approved the Financial Secretary will receive a completed Cognito form.
- Activity funds department can see the forms when the Sponsor saves them.



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# STUDENT ACTIVITY FUND REMINDERS

## REGULATION C-08 R1

- Disbursements from each fund must be made **ONLY** for the specific purpose for which the fund was created.
- Principal may **NOT** give, donate, or loan money to any group, organization, or individual regardless of circumstances or motive.
- No purchases shall be made in excess of funds on hand within the cost center.
- School sites should ensure annual Student Activity Fund training for their school Sponsors.



# STUDENT ACTIVITY FUND REMINDERS

## BOARD POLICY C-08

- Each Principal is the custodian of Student Activity Funds for his/her building and **is responsible for ALL cash in the SAF bank account.**
- Some duties may be delegated to a central bookkeeper (Secretary).
- Deposits are to occur daily.
- **Email [treasury@okcps.org](mailto:treasury@okcps.org) for more deposit slips.**
- Use pre-numbered receipts books (obtain from Central Office, School Accounting Department).



# STUDENT ACTIVITY FUND

**Student Activity Fund Policies were Board approved July 14, 2025:**

1. Student Activity Fund Policy, which includes all approved cost centers, program codes, revenues, and expenditures are board approved annually.
2. Student Activity Fund Procedures are updated as needed.

# Help Us Help You!

- **Principal should notify School Accounting when:**
  - 1) Financial Secretary is **newly hired**,
  - 2) Financial Secretary is on **extended leave**, or
  - 3) Financial Secretary position is **vacant**.
- Forms and instructions are located on the **OKCPS web page under: Departments>Financial Services>School Finance Resource Page**
- Remember to activate your **Out of Office email message** when you are out of the office.



# STUDENT ACTIVITY FUND

## REMINDERS

### **XXX60814 - Lost Textbooks**

When an excess of \$250 has been collected into the XXX60814, Lost Textbooks cost center, create a PR to remit amount over \$250 to **OKCPS vendor #301591**

### **XXX60815 - Lost Library books**

The money collected in cost center XXX60815 Lost Library Books **will stay in the cost center until the end of the year.**

At the beginning of the next fiscal year the money will be rolled into the XXX60805 library funds for the purchase of replacement library books.



# STUDENT ACTIVITY FUND

## REMINDERS

### **XXX60807 - Latchkey/Child Care**

For any after school program such as latchkey/childcare, you must collect monies and receipt 100% to cost center XXX60**807**.

When invoiced by School Accounting, create a PR to remit monies to **OKCPS. The PR vendor for OKCPS is # 301591.**

All late and insufficient fund fees go into cost center XXX60**807** Latchkey/Childcare.

This money can be used for latchkey/childcare expenditures.

At the end of each school year any money in cost center XXX60**807** will be rolled into cost center XXX60**801** General Activities.





# STUDENT ACTIVITY FUND REMINDERS

- Each week, training is available at CLC, on Tuesday and Thursday mornings 9:00 am to 12:00 pm, please email activity funds to schedule appointment and all new Secretaries will receive meeting invitations for training.
- There is training on each part of the SAF Processes (Budgets, Cash Receipts, SAF Purchase Requisitions, Fundraising paperwork, Balancing, Open PO's, Transportation) and open topics.
- Forms and instructions are revised frequently to make them user friendly. All forms and instructions are located on our OKCPS web page under Departments>Financial Services>[School Finance Resource Page](#) > then [School Accounting \(Forms\)](#).



# STUDENT ACTIVITY FUND

## REMINDERS/ UPDATES

- Blast Athletics Fundraising, an online fundraising for Athletics and Student Clubs such as band, cheerleading, and similar groups is approved for use.
- eTeamSponsor Fundraising, an online fundraising for Sports and Student Clubs such as band, cheerleading, and similar groups is approved for use.
- Cognito will be used for most forms for monthly reporting. Online training is available.
- Schools are able to accept online payments for any SAF activity or product. We are using **MYSCHOOLBUCKS (MSB)**.
- There are some premade Flyers and MSB QR codes for items such as School Supplies and premade templates for most used activities that has been added on the School Finance Resource page.
- **MSB Ticketing** is available to use. This will allow electronic ticket sales for athletics and fine arts.



# Beginning of the year actions:

- Make sure you have 5 to 10 blank receipt books that are in numerical order for your own use.  
Email a request to [activityfunds@okcps.org](mailto:activityfunds@okcps.org) if you do not.
- FY2026 Budgets are due August 29<sup>th</sup>.
- Class of 2024 (XXX60903) is now in Cost Center XXX**60801** General Activities.
- Dormant accounts submitted are now in Cost Center XXX**60801** General Activities.



# During the year actions:

## CASH RECEIVED

Receipts: enter DAILY

- This will give you access to these funds once budget is updated for each cost center.

Deposits: Drop all deposits DAILY

- Make sure **receipts = cash = deposit slip.**
- Deposit slip should list **receipt #s** and be **initialed by 2 people.**
- Make sure you are using a cash count form.

# Deposits

OKLAHOMA CITY PUBLIC SCHOOLS  
Cash Count Sheet

Section I: General Information

(1) School Name	(2) Site Number
(3) Sub Account Number	(4) Sub Account Name
(5) Date of Deposit	(6) Depositor's Name

Cash	Count	Total
	100.00	0.00
	50.00	0.00
	20.00	0.00
	10.00	0.00
	5.00	0.00
	1.00	0.00
Total \$		0.00

Coin	Count	Total
	1.00	0.00
	.50	0.00
	.25	0.00
	.10	0.00
	.05	0.00
	.01	0.00
Total \$		0.00

Checks

Sponsor's Signature

Financial Secretary's Signature

Total 0.00

## •Cash Count Form & Deposit Slips

- ✓ Two (2) people must verify the amount of cash to be deposited. Same people must initial both the Cash Count Form and the Deposit Slip.
- ✓ Principal should know where the Cash Count Form and Deposit Slips are kept in case the Financial Secretary is not available and a deposit is needed.



# Notes from BancFirst

## **Deposits:**

- Please do not paperclip money. If necessary, BancFirst prefers rubber banding currency versus paper clipping.
- For deposits consisting of coins, BancFirst suggests putting your coins in a small bag to keep it from intermingling with the currency and possibly jamming their machines.



# During the Year Actions:

## REVIEW OPEN PO's Weekly

- Look at your open POs on the ZMM97TD report.
- Double click on PO Number.
- Check the purchase order history tab.
- See if the GR and the IR Match or if one is missing.
  - ❑ GR = Goods receipt entered by the Secretary
  - ❑ IR = Invoice receipt entered by Accounts Payable
- If GR and IR match, the PO will pay. If they do not match you need to contact AP and/or modify your GR accordingly.
- IF GR and IR match, are lower than PO amount, and nothing else will be purchased, contact Purchasing to lower and close the PO.



# ATHLETICS Start Up Change Process for School Sites FY2026

- 1) Each Mid/High school site has been issued \$200 start up change for athletics. These funds came out of XXX60**821** Athletics – General and need to be locked in a secure place.
- 2) The School Accounting department sent a list of school sites that needed the \$200 athletic startup change fund to Accounts Payable (AP). Treasury received the check from OKCPS district and cashed the check to distribute the funds to the school sites.





## Start Up Change for Athletics at School Sites (cont.)

- 3) These funds will be signed out for each athletic event by the appointed Staff member from the Principal for the athletic event for that day.
- 4) The funds will be signed back in to the Principal/ Staff member after each game to be secured in the designated place in the school.
- 5) Each site will be responsible for keeping the breakout of cash that they need for their athletic event. If for some reason they end up with all big bills at the end of the night the Principal/ Staff member will designate someone to go to BancFirst the next day to get smaller bills to have before the next game.



## Start Up Change for Athletics at School Sites (cont.)

6) If school site needs more start up change than \$200, then they can put in a PR to request additional funds for the athletic event.

A check will be generated that they can cash for the additional change. Once the game is over, they will **drop the additional amount separately** to deposit back into their school site bank account.

7) A start up change cash count form will be turned in with monthly report documents. This will show that the change amount is accounted for and is not over/short each month and is signed by the Principal attesting that this is true and correct.



## Start Up Change for Athletics at School Sites (cont.)

8) This is a change **only** fund. **It is not to be used for any purchases and it must always remain at \$200** to be available for the next athletic event.

9) The Principal/ Staff member will turn in the \$200 at the end of the year after the last athletic event ends.

10) This option is offered to eliminate having to request start up change for every athletic event.

**Note:** Each Mid/High school site will receive their \$200 start up change funds at the Tuesday, July 29th or Thursday, July 31<sup>st</sup> training. If you need to leave early, then make sure you stop by the front desk and have Mrs. Marin to call Neil Gillett and he will bring your Athletic change fund down to the front desk.

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# During the Year Actions:

- Arbiter pay will still pay the officials and the workers.
- School sites will still buy the equipment for all of the sports teams.




# During the year Best Practices:

- Make necessary purchases before long breaks and the end of the school year. For example: T-shirt orders at the end of the year **to sell at enrollment time** the next fiscal year. All Shirts must be approved by Communications for Branding. (You cannot buy staff t-shirts with student money.)
- If you place your orders in the months of April or May you are likely to have the T- shirts before the end of the year and the PO does not have carryover into the next fiscal year.
- **When you put in a line for shipping put in the dollar amount in the quantity and the value price will be 1.00.**
- Before placing your order be sure that the vendor will be able to deliver the items before a long break or by the end of May.



# During the year Best Practices:

- Keep a SAP Tracking Log for your PRs. This will assist you with the status of the PR to PO and GR.
  - The form is located on the Finance webpage (go to [Departments-Financial Services-School Accounting](#)). Download it to your desktop for easy access.
  - The tracking log is on the next slide.
  - There is a google docs version of the SAF Tracking Log also.
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# Fundraising

- Permission for Fundraising forms must be approved by the **Principal** (Custodian) before anything is sold in your school and before the fundraiser begins.
- Inventories of unsold product must be maintained.
- Unexplained variances/missing funds require approval by your Principal Supervisor before the SAF monthly report can be finalized and submitted.





# Student Fundraiser Activities

- All fundraisers should be coded to 1950.
- All fundraisers must submit (each month) the following for each fundraiser that is in progress:
  - Signed Profit and Loss form
  - Total of all receipts pertaining to each fundraiser
  - Vendor invoices/receipts
  - Fundraiser Permission Form (first month only if not turned in with budgets)
- Appropriate Program Codes must be used to record all fundraising receipts.
- Limit the fundraiser's duration (the shorter, the better)!
- Use funds raised during the year for the purpose it was raised. The students that raised the money should benefit from it.
- No Political Endorsements allowed –  
Ex. Blue & Gold Packaging



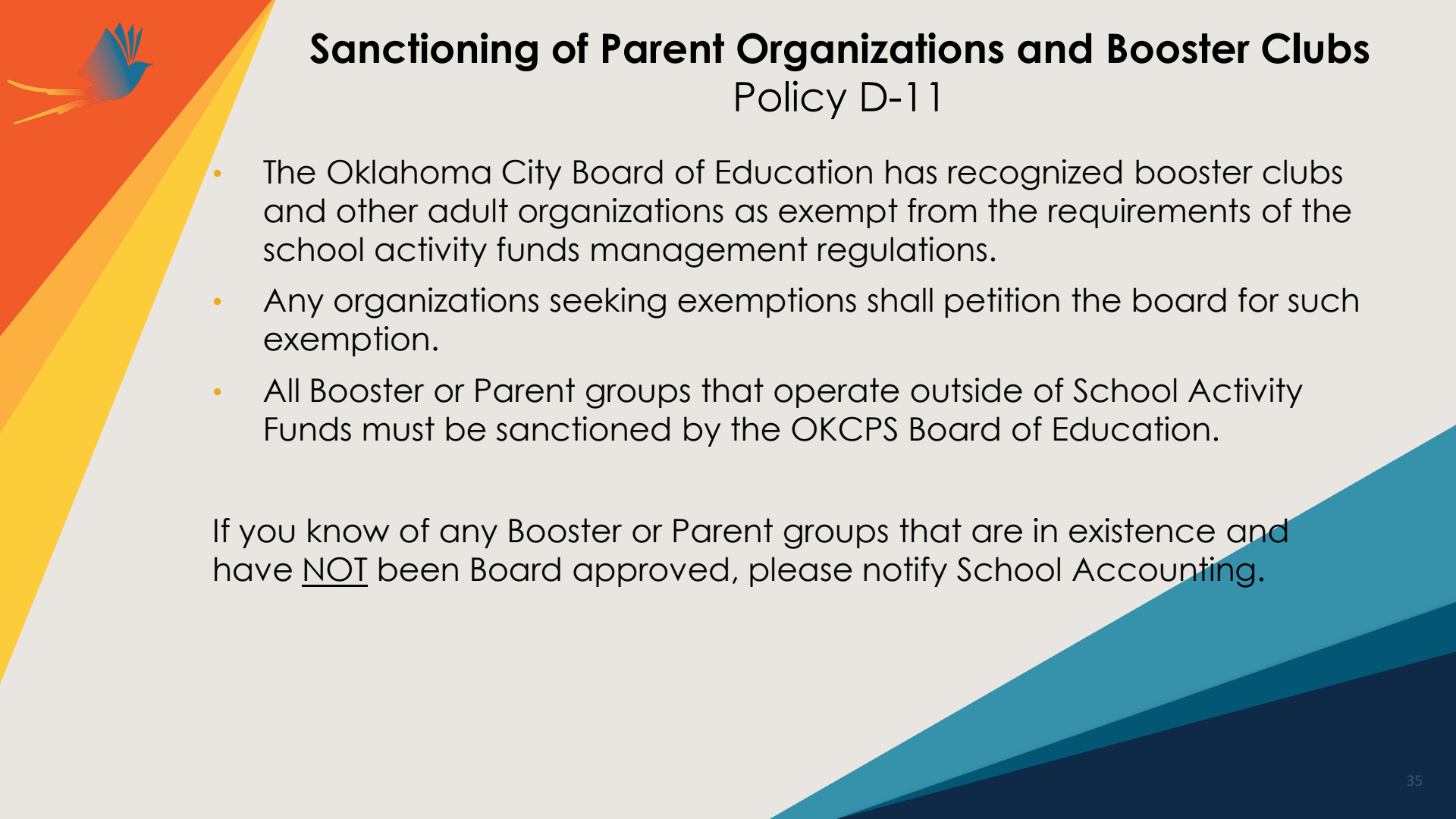
# Refund Guidelines to Student/Parent

## Refund Guidelines:

- When a parent, student, or employee paid for an item or student activity and is requesting a refund, they must provide a copy of the original white cash receipt.
- Refund will only be issued from funds where the receipt was originally deposited.
- Refund will only be **issued to the person named on the original white cash receipt.**
- Refunds must be requested **prior to June 1<sup>st</sup>** to allow for processing before the end of each fiscal year.

***Note:** Fundraiser money raised by a student for any purpose will not be refunded. Fundraiser receipts in the Student Activity fund account belongs to the school to be used for the benefit of the original organization.*

See the Request for Refund process online -  
Departments> Financial Services> School Accounting> Refund Request



# Sanctioning of Parent Organizations and Booster Clubs

## Policy D-11

- The Oklahoma City Board of Education has recognized booster clubs and other adult organizations as exempt from the requirements of the school activity funds management regulations.
- Any organizations seeking exemptions shall petition the board for such exemption.
- All Booster or Parent groups that operate outside of School Activity Funds must be sanctioned by the OKCPS Board of Education.

If you know of any Booster or Parent groups that are in existence and have NOT been Board approved, please notify School Accounting.



# Parent Teacher Association / Organization

- **Never** make payments to the PTA/PTO.
- Raised/Donated Funds;
  - ✓ PTA/PTO can raise and pay for items separate from OKCPS, but if they “donate” or “contribute” funds to the school’s SAF account, the funds become the school site’s SAF and must follow the SAF guidelines.
- **Never** co-mingle PTA/PTO with Student Activity Funds.



# SMART SNACK REGULATIONS

- Concession sales of “food” during the school day must comply with Smart Snack Regulations.
- Concession sales CANNOT be sold during mealtimes.
- Concession sales of raw food (Blue and Gold Sausage or cookie dough) CAN BE SOLD anytime.
- Please contact SNS for any questions on qualifying products for resale.
- <http://rdp.healthiergeneration.org/calc/calculator/>

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# Questions and Answers!

I would like to use Student Activity Funds to pay for some Professional Development (PD), is that ok?

Please contact the Title I office and/or Purchasing to determine if the PD is federally funded. If it is and you pay with SAF funds, the District will lose reimbursement for your site's PD and possibly other sites.

**However**, a professional development (PD) training fee for **instructional staff funded through cost center XXX60801**, limited to one training per semester is allowed. But no extravagant costs are to be incurred and it cannot be a professional development funded by Federal funds and if partially funded by Federal Funds it will require Federal review.

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# Questions and Answers!

What fund do I use to purchase awards for students?

- All awards should be purchased out of the student activity funds.
- A school district **CANNOT** use tax-generated funds (General /Title I Funds) to purchase awards.

Can the sponsor for Senior Class 2025 spend leftover funds from the Class of 2025 cost center?

**NO** – Even though class of 2025's funds are still in that account we leave those funds in there for one year after graduation to ensure all invoices are paid, they can only be used for class of 2025 activities. After all payments related to the Class of 2025 have been paid, the remaining balance must be transferred to 801 General Activities in FY27.

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# Questions and Answers!

How are receipts over \$20 handled for fundraising in the classroom?

The individual teacher should be assigned a receipt book. They will write receipts to the students. Teachers will then bring the collected funds and related receipts to the secretary who will write one receipt per teacher referencing the teacher's receipt book.

My Sponsor will not return the change from their advance for their student trip.  
What do I do?

**IMMEDIATELY**, notify your Principal to assist you with collections. If the funds are not returned, the Activity Fund Custodian (Principal) could be liable for these missing funds.





# Questions and Answers!

I want to go down the street and buy paper because they are having a sale today, but I understand the District has a PRIMARY vendor. Do I have to use them?

PRIMARY vendors are selected through a Competitive Bidding process to ensure the District's fair selection process.  
You should use our PRIMARY vendors.

What must I do if a vendor is being difficult wanting me to put down an advance deposit?

Contact our Purchasing Department [purchasing@okcps.org](mailto:purchasing@okcps.org) to assist you with the purchase.



# Questions and Answers!

I need to order something from a company. Once I have my price quote, what do I do next?

Go to SAP (**XK03 vendor lookup**) and search for the vendor's name, **IF IT COMES UP**, then look at left hand column to confirm that it does not say DO NOT USE. If not, then it means this is an approved vendor, however verify the vendor's address.

If the **vendor is not approved**, have vendor fill out vendor application form and submit it to Purchasing to be processed.

**Once vendor is approved**, prepare your Purchase Requisition and upload your quotes.



# Questions and Answers!

We have received a donation to buy school uniforms. Who do we use?

Check SAP to find a valid vendor. We recommend that you get three quotes from valid vendors before preparing your purchase requisition to ensure that you are getting the best price.

**NOTE:** For **ANY** purchase that is **over \$10,000** you need to upload three quotes to the SAF Purchase Requisition.

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# Questions and Answers!

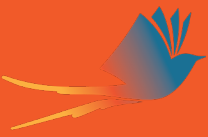
## Do we have to issue refunds on fieldtrips?

Encourage your staff to already have an inclement weather plan for their fieldtrips, such as an inside game day with Pizza.

## How do we handle Gift Cards donated to our schools?

Please discourage **GIFT CARDS**! These are just like cash. If you do receive them, prepare a receipt clearly notated as **GIFT CARD** (but DO NOT ENTER INTO SAP). Copy the front and back of the gift card to attach to the receipt and lock the gift card up.

Prepare your order and spend the full amount. Attach the store receipt to the copy of the receipt and gift card and file in your monthly reports.



# Questions and Answers!

My coach wants to spend student activity funds on multiple clinics. What is approved and appropriate?

These are to be paid from cost center XXX60**821** (Gate receipts, Vending money, Donations) only.

The Annual Oklahoma Coaches Association Clinic is approved as it does include student health and safety agenda items.

In addition, one other sport specific clinic per year, per sport that is NOT extravagant may be approved. Please e-mail **Shane Sanders** ([sasanders@okcps.org](mailto:sasanders@okcps.org)) for approval.

How many Coaches are allowed to attend the Annual Coaches Clinic and an approved sport specific clinic per year?

All Head Coaches and Assistant Coaches on staff are approved to attend the Annual Coaches Clinic and one sport specific clinic per year approved by the **District Athletic Director, Shane Sanders**.



# Questions and Answers!

## Are Online Fundraisers approved?

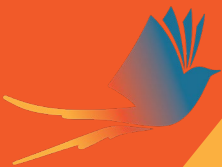
- **NO** – Online fundraising such as GoFundMe, DonorPerfect, FirstGiving, Razoo, GiveForward, etc. These are not board approved. If you come across any please have the teacher/sponsor close out the account and remit the funds to the Student Activity Fund Cost Center for which it was created.
- **However, teachers can go to the OKC Foundation's Donors Choose website** ([www.donorschoose.org](http://www.donorschoose.org)) **and start a project.**
- **Blast Athletics** is an approved online fundraiser for sports and clubs. Checks will be sent directly to the school from We Pay.
- **eTeamSponsor** is an approved online fundraiser for sports and clubs.

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# Questions and Answers!

What if fundraiser funds are missing or there is not a reasonable explanations for profit variances?

This will require approval by the Executive Director of Finance before the monthly report can be finalized to determine if funds should be repaid by the Principal, Financial Secretary, Financial Principal Secretary, and/or Sponsor.



# Questions?

Please email any questions to  
[activityfunds@okcps.org](mailto:activityfunds@okcps.org) and label as  
Question from FY2026 BOY Training.  
Question and answer will be emailed to all  
Secretaries and Principals.  
Thanks and Have a Great Year!