

***Thanks for all of your hard
work in this 2nd year in SAP!!!***

***“Your life does not get better
by chance, it gets better by
change.”***

-Jim Rohn



Oklahoma City Public Schools End of Year Update Student Activity Fund

Presented on 5/14/19 & 5/15/19

School Accounting Staff

Reports and Questions on Student Activity Funds should always be sent to ActivityFunds@okcps.org

Sherrye Cravens

Director of School Accounting

slcravens@okcps.org

405.587.0479

Lisa Rodgers

Accounting Specialist

lnrodgers@okcps.org

405.587.0108

Linda Henry

Accounting Specialist

lfhenry@okcps.org

405.587.0510

Year End Deadlines

1. Last day for deposit safe pickups will be May 24th. You will need to take any future deposits to the bank.
2. All Cash Receipts through May 31st need to be entered into SAP before May 31st
3. All Cash Receipts from June 1st to June 28th need to be entered in SAP before June 28th

OKCPS Year End Deadlines

May 20th



- All unused checks should be sent back to Accounts Payable to be voided.
- All Fundraisers are closed out, P&L turned in, and all invoices paid for the fundraiser.

May 29th



- Funds due to Treasury
 1. Daycare/Latchkey #807,
 2. Preschool Tuition #808,
 3. Lost Text Book #814 and
 4. AP Test #958
- Review all open POs and complete GR-IR to allow for closing (*as appropriate*).
- Request *receipt books* for the new school year. All previous year receipt books must be turned in to the Financial Secretaries from Sponsors.
- Ensure timely processing of GR/IR Transportation activity. (Fieldtrips, etc.)
Transportation contact is Theresa Ross 587-1155 (tloss1@okcps.org).

Year End Deadlines

June 4th Deadline for the following items:

Send to Activityfunds@okcps.org

- 1. May Monthly Reporting**
- 2. Dormant/Inactive Cost Center Letter to transfer cost center balance to 801 - General Activities (excludes closing school sites)**

Student Activity Fund REMINDER

1. **PRINCIPAL/CUSTODIAN** should notify Mark Waldrip, Treasurer (mawaldrip@okcps.org) of any changes in staffing related to the online banking access.
2. Any contract information should be submitted to Lisa McKean (lgmckean@okcps.org, 405.587.0049) in the ILD office.

Student Activity Fund CLOSING & REPURPOSING SCHOOLS

1. **ALL FUNDRAISERS** should be finished.
2. Any blanket POs or summer activities that may carryover into new fiscal year, we need to be given the PO# and why it needs to stay open.
3. Box up all Financial Records for past five years (this includes FY15 - FY19).
4. Do **NOT** use paperclips and binder clips on documents for storage.

Student Activity Fund CLOSING & REPURPOSING SCHOOLS

1. **Label boxes as illustrated below:**

ABC Elementary School

FINANCIAL RECORDS

FY2015 (July 2014 - Jun 2015)

Destroy Date June 2020

Student Activity Fund CLOSING & REPURPOSING SCHOOLS

- Meadows will deliver at least two shredding bins for confidential documents
- Roll-off containers will be provided for other disposable materials
- Contact Audrey Fitzsimmons, Grant Manager, awfitzsimmons@okcps.org:
 - * if you have open grants and your school is closing
 - * if you have equipment that was purchased with grant funds

Refunds to Student/Parent

1. Fill out a Refund Request Form
2. This form is on our website under Departments < Financial Services < Accounting
3. This is the **ONLY** time a PR is not created, since this is a **ONE** time payment
4. E-mail the request form to:
acctspayable@okcps.org
5. **NO MORE REFUNDS** after June 28th

CLOSING POs - GR

- Have the service been received?
- Confirm the number of items received
- GR and IR amounts does not match, review the invoice for discrepancies and resolve
- Reverse GR if warranted
- If items will not be received, contact Purchasing@okcps.org to reduce PO amount and close

CLOSING POs - IR

- E-mail all invoices to acctspayable@okcps.org
- **PO# must be referenced on invoices**
- AP cannot pay from statements, quotes, screen shots, etc. (Do not send them to AP)
- AP will not pull invoices uploaded to PRs/POs - invoices **MUST** be e-mailed to AP (for example e-mail a Track Meet flyer to be used as an invoice)

CLOSING POs - Amount Open Balances

- If the GR and IR amounts match, can the open balance be reduced and the PO closed?
- If so e-mail Purchasing@okcps.org to reduce and close PO.

Student Activity Fund Purchasing Updates

**Kathy Padilla,
Director of Purchasing**

Purchasing Staff

Questions on Purchasing send to purchasing@okcps.org

Kathy Padilla
Director of Purchasing
kspadilla@okcps.org
405.587.1041

Marti Sturm-Sawyer
Manager Purchasing
Mwsturm-sawyer@okcps.org
405.587.1046

Billy McMeans (Elementary)
Purchasing Specialist
bdmcmeans@okcps.org
405.587.1049

Carlos Cardoza (Operations/Athletics)
Purchasing Specialist
cddcardoza@okcps.org
405.587.1052

Bonnie Thomas (Middle/High School)
Purchasing Specialist
bsthomas@okcps.org
405.587.0063

Jan Saylor (P-Card/Admin/Travel)
Purchasing Specialist
jesaylor@okcps.org
405.587.1047

Researching and Closing POs

- **ZMM97TD**
- **Open PO Research**

Year End P-Card Instructions

- No more P-Card purchases after June 10th
- P-Cards must be turned into Purchasing before or on June 17th
- P-Cards will be redistributed to newly assigned Principals on July 10th
- Smartdata website e-mails will be updated to reflect newly assigned Principals
- New passwords and security questions will need to be established

Year End P-Card Monthly Reconciliation

1. Monthly Billing Cycle ends the 10th of the Month so view your P-Card charges **ONLINE** prior to your last day. Access the Chase account website:

<https://smartdata.jpmorgan.com>

2. Financial Secretaries will reconcile the online P-Card charges against the Transaction Log and Original Receipts. (June statement will not be available before you leave for the summer.)
3. P-Card Custodian (Principal) will review Financial Secretary's Reconciled Online charges/Log/Receipts.
4. Both Financial Secretary/Principal sign Transaction Log
5. Scan Log and Receipts and e-mail to purchasing@okcps.org by June 13th.

Questions from the Audience

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