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
slcrawens@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 24\textsuperscript{th}. You will need to take any future deposits to the bank.

2. All Cash Receipts through May 31\textsuperscript{st} need to be entered into SAP before May 31\textsuperscript{st}

3. All Cash Receipts from June 1\textsuperscript{st} to June 28\textsuperscript{th} need to be entered in SAP before June 28\textsuperscript{th}
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.

- 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 (tlross1@okcps.org).

May 29th
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
cdcardoza@okcps.org
405.587.1052

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

Jan Sylors (P-Card/Admin/Travel)
Purchasing Specialist
jesaylors@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 10\textsuperscript{th}.
- P-Cards must be turned into Purchasing before or on June 17\textsuperscript{th}.
- P-Cards will be redistributed to newly assigned Principals on July 10\textsuperscript{th}.
- 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