

Oklahoma City Public Schools Student Activity Funds

PRINCIPAL MEETING
FINANCIAL SERVICES UPDATE
PRESENTED SEPTEMBER 13, 2018

SCHOOL ACCOUNTING DEPARTMENT

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

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Director of School Accounting

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Accounting Specialist

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STUDENT ACTIVITY FUNDS

BOARD POLICY C-08

- Each Principal is the activity fund custodian for his/her building and **is responsible for ALL cash in the SAF bank account.**
- Deposits are to occur daily.

STUDENT ACTIVITY FUNDS

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.

STUDENT ACTIVITY FUNDS

- Asset Numbers are required on single items over \$5,000.
- Principal should notify School Accounting when they have a new Financial Secretary or the position is vacant.
- Principal (custodian) should notify Mark Waldrip, Treasurer (mawaldrip@okcps.org) of any changes in staffing related to the online bank access.
- Each week, school finance training is available at Central Office. There is training on different tasks (Cash Receipts, SAF Purchase Requisitions, and Fundraising paperwork) and open topics.
- Forms are revised frequently to make them easy to use. All forms are located on our OKCPS web page under Departments- Financial Services- New School Finance Webpage.

STUDENT ACTIVITY FUNDS

- Support your Financial Secretaries.
- Make sure budgets and permission forms for fundraisers are being completed by your Sponsors.
- Make sure your Sponsors are being trained on policies and procedures.
- Make sure Athletic Directors are handling start up cash, officials, and non-officials payments (payments are through ArbiterSports RefPay).
- Make sure a cash count form is being used and initialed by two people that verified the cash deposit.
- Make sure those two people that verified cash initial the deposit slip.
- Make sure deposit slips are accessible by you if your Financial Secretary is out of the office and a deposit needs to be made.

Fundraising

- BEFORE any fundraiser activity begins, YOU must approve the fundraiser.
- Permission for Fundraising form should have been approved by you for ANYTHING sold in your school and BEFORE the fundraiser begins.
- Inventories must be maintained.
- Fundraising profits must be analyzed monthly for variances/missing funds.
- Unexplained variances/missing funds require approval by your ILD before the SAF report can be finalized.

Parent Teacher Associations / Organizations

- Student Activity Funds account should NEVER make payments to the PTA/PTO.
- The PTA/PTO can raise and donate money to the school, but the school cannot give money to the PTA/PTO.
- Since Student Activity Funds are for the students there should **NOT** be a co-mingling of the funds with the PTA/PTO bank account.

Donations

- When you receive a large donation that will make improvements to the school or build on the school property please contact School Accounting to determine if the funds should be sent to central office. All improvements to the building site must go through building fund.
- Wes Welker donations can remain at school sites **UNLESS** construction is involved.
- If you are buying technology with donated funds, make sure you fill out a Technology Purchase Request (TPR).



DonorsChoose.org

Support a classroom. Build a future.

The Foundation for Oklahoma City Public Schools has partnered with [DonorsChoose.org](https://www.donorschoose.org). Through [DonorsChoose.org](https://www.donorschoose.org), teachers are empowered to fund supplies and grants for the classroom and beyond. Once funding is achieved, requested materials will be shipped directly to teachers, removing the hassle of traveling back and forth to our Teachers' Warehouse.

KICKSTART

- Starting on July 1, 2017 OKCPS teachers creating new DonorsChoose.org projects will receive a special kickstart donation from the Foundation.
- Each teacher has the opportunity to receive a \$250 donation to their first project during the 2018-2019 school year.
- The \$250 kickstart donation can be applied to any project, no matter the cost, materials requested, or subject area
- DonorsChoose.org staff will apply the kickstart donation to your project within one week
- After the kickstart donation, your project will be seen by citizen donors across the country and have the opportunity to receive further donations over the next four months



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KICKSTART (Cont'd)

- Projects costing \$800 or less get fully funded 75% of the time
- Teachers' projects might also be eligible for additional funding through other DonorsChoose.org corporate and foundation partners, like SONIC Drive-In, DICK'S Sporting Goods, Google, and Tom's of Maine
- Teachers should register at www.donorschoose.org/teachers and submit their project on July 1 or later
- If you have an Art and Music DonorsChoose.org project that qualifies for the Foundation/Kirkpatrick funding, it will not be eligible for an additional \$250 KICKSTART donation from The Foundation. However, if you submit a second project that does not qualify for the Foundation/Kirkpatrick match, the second project may be eligible for a KICKSTART donation. In other words, teachers can qualify for both donations, but not on the same project.

To rent the Auditorium/Gym/Stadium

- OKCPS District activities have priority use for all facilities.
- Make sure ALL school activities are posted on your school calendar to block those dates and times.
- Go to OKCPS Homepage – Families & Community – Rent our Facilities – OKCPS Facility Use.
- Step-by-step information video to rent is on the website.
- Details are in District Policy D-09 and Board Regulation D-09-R.

STILL EFFECTIVE FOR FY2019:

SMART SNACK REGULATIONS

- ***Concession sales of “food” during the school day (midnight until 30 minutes after the school day) must comply with Smart Snack Regulations.***
- ***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/>***

PURCHASING DEPARTMENT

Send Purchasing questions to purchasing@okcps.org

Kathy Padilla

Buyer 101

Director of Purchasing

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Marti Sturm-Sawyer

Buyer 100

Manager Purchasing

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Billy McMeans (Elementary)

Buyer 102

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Carlos Cardoza (Operations/Athletics)

Buyer 104

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cddcardoza@okcps.org

405-587-1052

Bonnie Thomas (Middle/High)

Buyer 105

Purchasing Specialist

bsthomas@okcps.org

405-587-0063

Jan Saylor (P-Card/Admin/Travel)

Buyer 106 (P-Card) & Buyer 103

Purchasing Specialist

jesaylor@okcps.org

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Purchasing Fundamentals

Procurement Thresholds

FEDERAL Funded Purchases: (Title I, SNS, Grants)

\$0 - \$3,500.00 – Written Quote (Primary Vendor)

\$3,500.01 - \$150, 000.00 – Three (3) Written Quotes

\$150,000.01 – And Over – RFQ/RFP Sealed Bid Process.

GENERAL Funded Purchases: (Public Funds)

\$0 - \$3,500.00 – Written Quote (Primary Vendor)

\$3,500.01 - \$250, 000.00 – Three (3) Written Quotes

\$250,000.01 – And Over – RFQ/RFP Sealed Bid Process.

STUDENT ACTIVITY FUND PURCHASE REQUISITIONS

- Upload quote requirements (Electronic support required).
- Principal (Custodian) reviews attachments for SAF compliance and releases (approves).
- Elementary \$500 and under: PR released by Principal.
- Elementary \$500.01 and higher: PR released by Principal and ILD.
- Middle and High School \$750 and under: PR released by Principal.
- Middle and High School \$750.01 and higher: PR released by Principal and ILD.

STUDENT ACTIVITY FUND PURCHASE ORDERS

- All POs should be closed within 60 days.
- Run Open PO Report (ZMM97TD).
- Look for any variations between GRs, IRs, and total PO amount. (3 way match is necessary to close PO.)

STUDENT ACTIVITY FUND PURCHASE CARDS

- P-cards will be issued to the school site upon request.
- Principal (Custodian) assumes all responsibility and liability for security of the P-card and usage.
- P-cards will have a predetermined credit limit (Elementary \$1,000, Middle \$1,500, High \$3,000).

Questions and Answers!

Our teachers have worked so hard, I'd like to buy lunch for them the first of each month, is that okay?

NO. Staff lunches and meals are NOT approved. One luncheon per semester is allowed with an agenda for Professional Development training. Upload agenda to PR.

Questions and Answers!

Can the principal or a sponsor purchase things ahead of time and ask for a reimbursement?

This answer is NO, All purchases must have a purchase order in place before anything is purchased, this is a considered an illegal purchase. **There will be no reimbursements.**

Questions and Answers!

What fund do I use to purchase awards for students?

All awards should be purchased out of the student activity fund.

A school district CANNOT use tax-generated funds (General /Title I Funds) to purchase awards.

Questions and Answers!

Can the sponsor for Senior Class 2019 spend leftover funds from the Class of 2018 cost center?

NO – Class of 2018 cost center funds are left for one year after graduation to ensure all invoices are paid and they can only be used for class of 2018 activities.

After all payments related to the Class of 2018 have been paid, the remaining funds will be transferred to 801 General Activities in FY2020.

Questions and Answers!

A sponsor will not return the change from their advance for their student trip. What should be done?

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

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.**

Questions and Answers!

Are Online Fundraisers approved?

NO – Online fundraising such as GoFundMe, DonorPerfect, FirstGiving, Razoo, GiveForward, etc. 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 and click on core program DonorsChoose.org, register, and create project pages to meet classroom needs.

Questions and Answers!

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

This will require approval by your **ILD before the report can be finalized to determine if funds should be repaid by the **Principal, Financial Secretary, and/or Cost Center Sponsor.****