



Oklahoma City
PUBLIC SCHOOLS

**End of Year
Activity Fund Updates
FY2025**

**Presented on
4/29/25 & 5/6/25**

School Accounting Staff

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

Sherrye Cravens Crawford
Director of Financial Systems
& Site Support
slcrawford@okcps.org
405.587.0479

Lisa Rodgers
Accounting Specialist
lnrodgers@okcps.org
405.587.0108

Roni Colbert
Accounting Specialist
rmcolbert@okcps.org
405.587.0510



Facilities Usage

Guide To Facility Rentals

Step One: Always refer internal and outside group that would like to use your facility to Doug Braxton. His contact information is debraxton@okcps.org and (405) 587-3684.

Step Two: Always use what is current on our website. The page for Facility Rental Information can be found by going to our website, www.okcps.org, then hover over ABOUT OKCPS at the top of the page, then click OKCPS Facility Use on the right-hand side.

Please feel free to reach out to facillitiesuse@okcps.org with any questions or concerns you may have. Please include the name of the document you are referring to in your email.



Courier Service

Dustin Brown - Lead Courier

dcbrown1@okcps.org

405-587-1115

If you have questions or see that a deposit has not been picked up the next day please contact Dustin.

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.

Last day of deposit pickup is on May 21st



Year End Deadlines

- Last day for deposit safe pickups will be May 21st. You will need to take any future deposits to the bank.
- All Cash Receipts through May 31st need to be entered into SAP by May 31st.
- All Cash Receipts from June 1st to June 20th need to be entered in SAP by June 20th.

Year End Deadlines

May 21st deadline for the following:

- All unused checks should be sent back to Accounts Payable to be voided.
- All Fundraisers are closed out, P&L turned in, and all fundraiser invoices should be paid
- Funds due to Treasury
 - 1) Daycare/Latchkey XXX60807 (*invoice will be sent on 5/15 for April*)
 - 2) Lost Technology XXX60813
 - 3) Lost Text Book XXX60814
 - 4) AP Test XXX60958
- Ensure timely processing of GR/IR Transportation activity (fieldtrips, etc.)
- Sites may continue to receive invoices after the last day of school due to delayed billing from Transportation department
- Transportation contact is Cheronda Williams 587-1156 (crwilliams@okcps.org)
- Receipt books must be turned in to the Financial Secretaries from Sponsors
- Lost key money and form must be submitted to Treasury by Teachers/Staff



Year End Deadlines

June 2nd deadline for the following items:

Send to Activityfunds@okcps.org

- May Monthly Reporting
- Dormant/Inactive Cost Center Letter to transfer cost center balance to 801 – General Activities



Refunds to Student/Parent

- Fill out a Refund Request Form
- This form is on our website under Departments<Financial Services<School Finance Resource Page
- E-mail the request form and original receipt to: activityfunds@okcps.org
- **NO MORE REFUNDS** after June 20th



Student Activity Fund REMINDERS

- PRINCIPAL/CUSTODIAN should notify Ann Harper, Treasurer (atharper@okcps.org) of any changes in staffing related to the online banking access.
- If you need to order deposit slips notify Treasury (treasury@okcps.org).
- If you need deposit bags ask your Courier.
- Always have Courier to check the deposit safe, in case the deposit was not written on the deposit drop log sheet.
- Turn in Athletic Change funds at the end of your last athletic event during the second semester season.
- Any contract information should be submitted to Melanie Holiday for both Elementary and Secondary sites (mjholiday@okcps.org, 405.587.0824) in the Principal Supervisor's office.
- MySchoolBucks & MSB Tickets online payment options are available.



Student Activity Fund REMINDERS

- Do not order anything that will be used for the next fiscal year.
- Do not order anything that will not be delivered before the last day of school which is May 22nd.
- Transportation is working on second semester field trip invoices. Review as soon as you receive them and if they are correct then GR them so that they can be paid.
- Email School Accounting and/or PK-12 if your staff has any summer travel reimbursements that will need to be processed. Forms will need to be submitted to us to GR before FY25 is closed out.
- Make sure all Class Coverage Loss of Plan forms are submitted to Payroll and approved.
- Request Sponsors to fill out their FY26 Budgets before they leave for the summer.
- Permission to fundraise is now a Cognito form.
- Vendor Application will be a Cognito form for FY26.



Athletic Change Fund

- Fill out a Deposit slip for \$200
- Write **Athletic Change Fund** on the deposit slip
- Drop the \$200 if you hadn't already after your last athletic event
- You do NOT need to enter this deposit into FBCJ

Questions?

**Note: BOY training will be on
7/29/25 & 7/31/25
at Clara Luper in the Great Room**

