



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: 2017-18 Year-End Accounting Procedures For
Secondary School Student Body Funds

NUMBER: REF-1755.14

ISSUER: V. Luis Buendia, Controller
Accounting and Disbursements Division

DATE: May 25, 2018

ROUTING
LD Operations
Administrator
Principals
School Administrative
Assistants
Fiscal Specialist

PURPOSE: The purpose of this Reference Guide is to provide procedures for the closing of Student Body financial activities in the CYMA accounting program for 2017-2018.

MAJOR CHANGES: Early Accounting Cut-off Date: June 15, 2018. All documents received after June 15, 2018 will be recorded as 2018-19 transactions.

Report Due Dates: June 22, 2018 by 5:00 pm.

- INSTRUCTIONS:**
- A. Collect and deposit all funds by June 15, 2018. All documents received after this date will be recorded as part of 2018-2019 fiscal year. Retain change and petty cash funds only if needed for summer school. Record interest earned on savings and investment accounts. Obtain all required inventories.
 - B. Request teachers and/or others to return all collection records. Reconcile these records to the inventory of financial stationery. Obtain invoices or other evidence of expenditures from teachers and/or others.
 - C. Obtain and prepare in duplicate inventories of all saleable Student Body materials priced and extended at latest invoice cost less trade discounts. Please also indicate selling price of items. Examples of such materials include the following:
 - 1. Class materials (separate inventory for each shop, art, craft, etc.), including work in process; exclude District instructional materials.
 - 2. Student store supplies, beverages (including CRV), and snacks.Detailed inventory reports must be emailed to the Coordinating Financial Manager by June 22, 2018.
 - D. Pay all Student Body bills on or before June 15, 2018. All payments should be approved and supporting documents such as receipts or invoices should be on file.



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- E. File your Federal and State taxes promptly. If sales tax returns are filed on a calendar year basis, the tax liability for the first and second quarters should already set up in the sales tax payable account.
- F. Remit Board of Education collections promptly to Cash Receipts Unit after the June 15th accounting has been completed and the correct account balances determined. (Please refer to Publication 465, regarding remittances during the school year.) Make the check payable to “Los Angeles Unified School District,” 333 South Beaudry Ave, 26th Floor, with a completed Attachment A form. Do not set up these trust account balances as payables.
- G. Prepare June adjusting entries to include all current school year transactions. Set up receivables and payables where applicable. Distribute income from activity cards covering several activities to those activities in proportion to the benefits available to the purchasers.
- H. Continue to use the current “CYMA Accounting Fiscal Year-End Procedures” until further notice.
- I. Via school mail, submit the following documents by June 22, 2018. All documents should be distributed as follows: (a) original – School file copy and (b) copy-Coordinating Financial Manager.

Please assemble reports to be submitted in the following order:

1. **CYMA Reports:**

- a. Balance Sheet Detail
- b. Trial Balance Period & YTD
- c. Consolidated Profit & Loss Statement
- d. Profit and Loss Statement by Department
- e. Profit & Loss Statement by Activity

2. **Other Reports**

- a. Bank Reconciliation(s) for all checking accounts for April and May. Attach a copy of the entire bank statement for April and May. The June reconciliation must be provided when Financial Managers return in July 2018.
- b. Imprest Fund reconciliations, including the bank reconciliation, and copy of corresponding bank statement for April and May. Attach a copy of the entire bank statement for April and May. The June reconciliation must be provided when Financial Managers return in July 2018.



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3. Worksheets

- a. List of investments (including interest rates and terms of investment)*
Attach copy of latest Bank/Investment Statement.
- b. Summary of inventories (and detailed inventories – see item C)*
- c. List of receivables (advertising shops, insurance claims, etc.); itemize each payer and show year of origin*
- d. List of payables*
- e. List of reserve accounts (state purpose, date authorized by Student Body Finance Section, and anticipated completion date for each project reserve)*
- f. Equipment Inventory Control Account Summary*
- g. Student Body Salaries – Send the summary of salaries paid to Student Body employees to Auxiliary Service Trust Fund, 333 S. Beaudry Ave 26th Floor*
- h. Yearbook (Annual) sales reconciliation*
- i. Donation Form*
- j. Board of Education Clearing- send CRU Remit Form with check to Cash Receipt Unit 333 S. Beaudry Ave. 26th Fl.*

*Forms (in Excel format) are being sent via email to the Financial Manager by your Coordinating Financial Manager.

NOTE: Be sure to total, date, and sign all forms submitted. Totals must agree with ledger totals. Where appropriate, mark the forms “none”, date and sign, and return one copy along with all unused forms.

- J. Have all books and records available in the Student Body office for the auditor. Include records such as the following:
 1. Accounting Records
 2. Receipts, checks, invoices, and purchase orders
 3. Bank account records, including statements, paid checks, passbooks, and validated deposit slips
 4. Financial records supporting collections: e.g., receipt books, class receipt records, ticket reports, cash register and unit sales records
 5. Unused tickets, master receipts, class receipts, auxiliary receipts, and perpetual inventory records
 6. Student Body equipment inventory records
 7. Minutes of Student Body Finance Committee or Student Council actions
 8. Student Body office file of school bulletins
 9. Imprest Fund-Claims Forms (34-AEH-24) with supporting invoices, checkbook, bank statements and paid checks, validated deposit slips, (and passbooks, if any), etc. Refer to Accounting and Disbursements Division Reference Guide No. REF-1706.4, “Imprest Funds,” dated September 15, 2015.



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10. Daily Mileage Statement for Privately-Owned Cars

**RELATED
RESOURCES:**

Publication 465

ASSISTANCE:

For assistance or further information please contact your Coordinating Financial Manager.

**INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District**

Attachment A

To : Cash Receipts Unit

Date : _____

From : _____

Cost Center : _____
(your 7-digit Location Code)

Tel # : _____

Local District : _____

Fax # : _____

Subject : Request to Deposit Checks - for Fiscal Year _____

Please use the following accounting lines to process the check(s) enclosed:

ELEMENTARY / MIDDLE / HIGH SCHOOL

Type of Remittance	Fund		Functional Area			GL Account (Object)	Cost Center (Org Code)	Check Amount
	Fund	Resource	Goal	Function	Program			
Lost/Damage/Obsolete Textbooks	0 1 0	0000	1110	1000	14152	410060	Local Dist Pass Thru Cost Ctr	
Abatement for Student Body Paid Custodial OI	0 1 0	0 0 0	0000	8100	10794	430010	School's Cost Center	
Lost/Damage Library Books	0 1 0	0000	0000	0000	00000	869906	9999999	
Lost/Damage Eqpt/Property/Facility	0 1 0	0000	0000	0000	00000	869901	9999999	
School Based Enterprise	0 1 0	6 5 0 0	5770	2100	12014	430001	School's Cost Center	
Library Fines	0 1 0	0000	0000	0000	00000	869906	9999999	
Grad Caps and Gowns	0 1 0	0000	0000	2700	10418	430001	School's Cost Center	
Misc. Income (Lost/Damage Athletic Uniform)	0 1 0	0000	0000	0000	0000	869901	9999999	
AP Test Fees	0 1 0	0000	3160	3160	14220	430010	School's Cost Center	
SAT	0 1 0	0000	1110	3160	14219	430010	School's Cost Center	
Transcript Fees	0 1 0	0000	1110	1000	13027	430010	School's Cost Center	
Election/Polling Places	0 1 0	0000	0000	0000	00000	869901	9999999	
Legal Settlement Fees	0 1 0	0000	0000	0000	0000	869912	9999999	
Subpoena Fees	0 1 0	0000	0000	0000	00000	868904	9999999	
Total								

Approved by : _____

Principal

Note : ◦ Please issue check payable to **LOS ANGELES UNIFIED SCHOOL DISTRICT**
◦ **Do not use** this form for **Donation Checks** (please use **Attachment A, Bulletin No. 5895.1**).