



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

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**TITLE:** 2021-2022 Calendar Due Dates of Student Body Financial Reports for All Schools

**NUMBER:** REF-1967.15

**ISSUER:** Joy Mayor, Controller  
Accounting and Disbursements Division

**DATE:** September 13, 2021

**ROUTING**  
LD Administrators of Operations  
Community of School Administrators  
Principals  
School Administrative Assistants  
Office Managers  
Financial Managers

**PURPOSE:** The purpose of this Reference Guide is to provide due dates for Student Body Financial Reports and procedures for non-submittal of reports by required due dates.

**I. QUARTERLY FINANCIAL REPORTS**

**REPORT DUE DATES**

**Report Due Dates:** Financial Reports are required from all schools. The due dates, which are the dates the reports must be received by your Coordinating Financial Manager, are listed below.

<u>Quarter Ending</u>	<u>Due Date</u>
09/30/2021	<b>10/15/2021</b>
12/31/2021	<b>01/14/2022</b>
03/31/2022	<b>04/18/2022</b>
06/30/2022	<b>06/17/2022</b>

**II. REQUIRED DOCUMENTS**

**A. Elementary/Alternative/Opportunity Schools/Continuation HS/Special Education**

Each quarterly financial report should include (for all months in the quarter):

1. Trial Balance
2. General Ledger
3. Bank Reconciliation
4. Bank Statement
5. Statement of Student Body Financial Condition
6. Financial Statement of Fund Raising Activity



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### B. Secondary/Division of Adult and Career Education (DACE) Schools

Financial reports should include:

- a) Balance Sheet
- b) Consolidated Profit and Loss
- c) Profit and Loss by Department and Activity
- d) Trial Balance
- e) Ending Inventory Report
- f) Cost of Goods Sold (COGS) computation
- g) Bank Reconciliation with copy of the bank statement (All months of the quarter)
- h) Imprest fund reconciliation and imprest fund bank reconciliation with copy of the bank statement (All months of the quarter)

Reports should be distributed to the principal and your Coordinating Financial Manager. The June 30 Financial Reports should include additional documents as indicated in the “Year-End Accounting Procedures for Secondary Schools Student Body Funds” and “Year-End Accounting Procedures for Adult Schools, Skills Centers, and ROC’s”, which are issued annually in the Spring of each fiscal year.

### III. ADDITIONAL REQUIREMENTS AND REPORTS

Schools must also submit the following items by the dates indicated:

#### **Elementary/Alternative/Opportunity Schools/Continuation HS/Special Education:**

State sales tax to the California Department  
Tax and Fee Administration (if applicable) On or before  
**January 31**

Fundraising Financial Statement for  
other than continuing events (1 copy) 30 days after  
(Request for Authorization form) to your Coordinating the event  
Financial Manager

#### **Secondary/DACE Schools**

State sales tax Monthly or quarterly,  
depending on school’s  
schedule with California  
Department of Tax and  
Fee Administration

W2’s and 1099’s On or before  
**January 31**



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Federal and State Withholding Taxes

Follow the reporting procedures as required by the IRS and EDD for your school.

Income Statement of Fundraising Activity to your Coordinating Financial Manager

30 days after the event

Additional reports may be requested by school administrators or the Student Body Finance Section, if needed.

#### IV. PROCEDURES FOR NON-SUBMITTAL OF REPORTS BY REQUIRED DUE DATES

Because student body reports are necessary to ensure proper fiscal controls and to minimize risks to the District, schools not submitting reports by the required due dates will be sent a late notice by the Student Body Finance Support Section's Coordinating Financial Manager.

This late notice will be sent to the Principal with a copy to the Local District Administrator of Operations, Community of Schools Administrator, and Accounting Manager, with the expectation that any missing reports will subsequently be provided in a timely manner.

#### **MAJOR**

**CHANGES:** The major change is to provide due dates for Student Body Financial Reports.

#### **RELATED**

**RESOURCES:** Publications 464, 465 and 469

#### **ASSISTANCE:**

Please contact your Coordinating Financial Manager for assistance or further information.