



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

**TITLE:** 2017-18 Year-End Accounting Procedures For Adult School Service Centers

**NUMBER:** REF-4276.11

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

**DATE:** May 25, 2018

**ROUTING**  
Principals  
Financial Managers  
Fiscal Specialist  
Division of Adult  
And Career Education

**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 2017-18.

**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 Date: June 22, 2018 by 5:00 pm.

There are no major changes to existing policy. Reference Guide is revised to update required due dates.

- INSTRUCTIONS:**
1. Collect and deposit all funds applicable to 2017-18 by June 15, 2018. Retain change and petty cash funds only if needed for summer school. Record interest earned on savings and investment accounts.
  2. 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.
  3. Obtain and prepare in duplicate inventories of all saleable materials owned by the Student Body and Board of Education (ROC Sales and Activities) at the close of the school year; price them at latest invoice cost, less trade discounts. (See Publication 469, Student Body Policies Governing Community Adult Schools, Regional Occupational Centers, Skills Centers, and Employment Preparation Centers).
  4. 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.
  5. File your Federal and State taxes promptly.
  6. Send check and Cash Receipts Transmittal Form (Attachment A) by school mail to the DACE, 333 South Beaudry Ave, 18<sup>th</sup> Floor, a check payable to “Los Angeles Unified School District” for all Board of Education trust account balances (up to 50% of the unrefunded textbook



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deposits and video deposits may be retained for refunds). Do not set up these trust account balances as payables.

7. Prepare June adjusting entries to include all current school year transactions. Set up receivables and payables where applicable. Post all current year transactions in the CYMA Student Body Accounting Program.
8. Continue to use the current “CYMA Accounting Fiscal Year End Procedures” until further notice.
9. 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. Prepare the following reports/operating statements listed below:
  - Financial reports as indicated in the “CYMA Accounting Fiscal Year-End Procedures”
  - Bank reconciliations including copies of bank statements for May 2018. The bank reconciliation and bank statement for June should be sent by July 31, 2018.
  - List of investments (including savings and loan association accounts and certificates)\*. Attach copy of latest Bank/Investment Statement.
  - Summary of inventories\*
  - Inventories of Student Body materials purchased for resale
  - Inventories of Board of Education materials purchased for resale (ROC)
  - List of Receivables\*
  - List of Payables\*
  - Equipment Inventory Control Account Summary\*
  - Student Body Salaries – Send the summary of salaries paid to Student Body employees to Auxiliary Service Trust Fund, 333 S. Beaudry Ave, 26<sup>th</sup> Floor.\*
  - Donation Report\*



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- List of cash registering equipment, including equipment not in use\*

10. Imprest Fund Reconciliations (also, bank reconciliation and copy of corresponding bank statement for May 2018). The bank reconciliation and bank statement for June should be sent by July 31, 2018.

\* Forms (in Excel format) will be sent via email to the Financial Manager by your Coordinating Financial Manager. Financial Managers should ensure to total, date, and sign all forms submitted.

Have all books and records available in the Student Body office for the auditor. Include records such as the following:

1. Originals of all Student Body Fund records and reports.
2. Receipts-copies of all receipts issued by office, classrooms, or branch schools, such as class receipt record sheets and books, student body membership cards, and entertainment ticket records
3. Textbook records (deposit and refund cards, etc.)
4. Disbursements—checkbooks, invoices, petty cash receipts, payroll records, etc.
5. Bank statements, passbooks, paid checks, and bank reconciliations
6. Inventories of salable materials (see item C)
7. Perpetual inventory records of textbook cards, receipt books, tickets and other prenumbered financial stationery
8. Most recent inventory of student body equipment (Form 30.10) and equipment cards (Form 63.H-69)
9. Imprest Fund-Claims forms 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.
10. “Daily Mileage Statement for Privately-Owned Cars”.

**RELATED  
RESOURCES:**

Publication 469

**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 # : \_\_\_\_\_ Fax # : \_\_\_\_\_

Subject : Request to Deposit Checks - for Fiscal Year 2018-2019

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

**ADULT / ROC / ROP / SKILLS CENTER**

TYPE OF REMITTANCE	Fund		Functional Area			GL Account	Cost Center	Check Amount
	Fund	Resource	Goal	Function	Program			
CTE Course Fee (School)	1 1 0	0000	0000	0000	14323	867101	9999999	
CTE Registration Fee (DACE)	1 1 0	0000	0000	0000	14324	867101	9999999	
HISET Testing Fee	1 1 0	0000	0000	0000	14379	867103	9999999	
Filming Rental - Adult Ed	1 1 0	0000	0000	0000	14002	865002	9999999	
Miscellaneous Fee (DACE)	1 1 0	0000	0000	0000	14324	867101	9999999	
<b>Total</b>								

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** ).
  - Please mail or fax a copy of this form to: Adult Ed Fiscal Services, Beaudry Building 18th Floor