

1.0 SCOPE:

- 1.1 This work instruction discusses the process of reconciling the LAIF/Investment Fund.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Analyst II

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Accounting Services

4.0 DEFINITIONS:

- 4.1 LAIF: Local Agency Investment Fund.
- 4.2 Union Bank: Bank where Investment Account is held.
- 4.3 P & L: Profit and Loss Statement
- 4.4 Escape: Software Financial System

5.0 WORK INSTRUCTION:

- 5.1 Receive Monthly Statements from LAIF and Union Bank.
- 5.2 Using Escape post entries in ledger for items on statements in the month. Use the revenue journal for interest and money being deposit in bank account. Use general journal for fees and wire transfer of money.
- 5.3 Using Escape run Asset Account Detail Report from ledger for account (21-XXXX-X-9120).
- 5.4 Prepare the reconciliation document.
- 5.5 Prepare the P & L statement.
- 5.6 Send to the Director of Accounting Services for review.
- 5.7 File the reconciliation document and P & L statement.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Statement from LAIF.
- 6.2 Statement form Union Bank.
- 6.3 Journal entries
- 6.4 P & L statement.
- 6.5 Reconciliation document.

7.0 RECORD RETENTION TABLE:

LOCAL AGENCY INVESTMENT FUND (LAIF)/INVESTMENT FUND RECONCILIATION (ACC-W020)
Sacramento City Unified School District

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
LAIF/Investment Fund reconciliation	File cabinet in Accounting Services office	One year	Discard as desired	No protection required

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/30/04	A	Initial Release

***** End of procedure *****