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**CASH CALENDAR FOR YEAR END (ACC-P045)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process that is used to set the cash calendar at the close of the district's fiscal year-end for Sacramento City Unified School District.

**The online version of this procedure is official. Therefore, all printed versions of this document**

**2.0 RESPONSIBILITY:**

- 2.1 Fiscal Analyst

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 General Accounting Supervisor

**4.0 DEFINITIONS:**

- 4.1 County Treasury: County of Sacramento Treasury Department, this agency is trustee for the district's cash accounts for all funds except Cafeteria
- 4.2 SCOE: Sacramento County Office of Education

**5.0 PROCEDURE:**

- 5.1 Call SCOE and County Treasury to determined last date in June (final month of the closing fiscal year) that cash can be deposited, disbursed and transferred
- 5.2 Using the information from 5.1 determine and establish a date in the closing fiscal year for processing the last Accounts Payable claim and depositing the last cash receipts
- 5.3 Establish the last date that cash will be transferred via journal entries (ET, IXs)
- 5.4 Determine and establish a date in the new fiscal year for processing the first Account Payable claim

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Last year calendar.
- 6.2 SCOE Year-end Schedule Off Line District

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Cash Calendar for year end	File cabinet in office	One year	Recycle	No protection needed

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/14/04	A	Initial Release

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