ANNUAL CONTINUING DISCLOSURE (ACC-P050)

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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

1.0 SCOPE:

1.1 This procedure discusses how to file the Annual Continuing Disclosure documents as required per district's bond reporting responsibilities.

2.0 RESPONSIBILITY:

2.1 Director of Accounting Services

3.0 APPROVAL AUTHORITY:

Approved signature on file

3.1 Director of Accounting Services

4.0 DEFINITIONS:

4.1 National Recognized Municipal Securities Information Repositories (NRMSIRs): National public agency responsible for collecting financial information from municipal bond issuers and disseminating this information to the public per their guidelines.

4.2 Official Statement: Bond documents

4.3 Certificates: Various district forms signed by the district Chief Financial Officer or other officer assuring proper budgeting for debt service payments, active insurance, and assurance of no default.

5.0 PROCEDURE:

5.1 Annually, during the first week of February update the Continuing Disclosure Schedule for the new reporting year. Update the schedule for address and/or name changes, and additional reporting agencies, new issuance etc. This schedule is an Excel file found on Accounting Directors hard drive.

5.2 Review the schedule for due dates and required supporting documents, i.e. Audited Financial Statements, Adopted Budgets and/or Certificates. For new issuance the due dates can be found in the Continuing Disclosure section of the Official Statement.

5.3 Prepare and gather the supporting documents as follows:

1. Audited Financial Statements are requested from the Internal Audit Department
2. Adopted Budgets and Interim Reports are requested from the Budget Department
3. Certificates are prepared and routed to the CFO for signature

5.4 Update the cover letters to the NRMIRs, rating agencies, banks and other reporting agencies per the Schedule. This cover letter can be signed by the Director of Accounting Services.

5.5 Additional documentation is required for one bond, the Community Facility District issued 11/1/96. This bond requires the inclusion of tax tables that are prepared by the County of Sacramento Department of Finance and the Shilts Consulting Firm. Refer the Continuing Disclosure file for details regarding the tax tables.

5.6 Assemble the required documents and cover letters as the schedule indicates. Copy the cover letter for verification. Package the materials and mail per the schedules instructions.

5.7 On the Continuing Disclosure Schedule note the date mailed for each bond.

5.8 File for reference.

6.0 ASSOCIATED DOCUMENTS:

6.1 Continuing Disclosure Schedule

6.2 Audited Financial Statements

6.3 Adopted Budget

6.4 Interim Report

6.5 Certificates

6.6 Tax Tables for CFD Bond only

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Schedule with supporting documentation (COI Statements)	Director of Accounting's Office	3 Years	Discard as desired	Secured Area

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/09/04	A	Initial Release

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