
RECONCILIATION OF ACCOUNTS (ACC-P052)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process of reconciling accounts for the Sacramento City Unified School District general ledger.

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

2.0 RESPONSIBILITY:

- 2.1 Accounting Services Staff

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 LAIF: Local Agency Investment Fund
- 4.2 Payroll Clearing: General ledgers accounts where payroll liabilities are posted

5.0 PROCEDURE:

- 5.1 Reconcile the Payroll Clearing Funds accounts. See ACC-W014.
- 5.2 Reconcile the LAIF/Investment Fund. See ACC-W020.
- 5.3 Reconcile the Community Facilities District No. 1 fiscal agent account. See ACC-W019.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Fiscal Agent statements
- 6.2 Bank statements
- 6.3 SCOE cash report
- 6.4 Work instructions ACC-W014, ACC-W019, and ACC-W020

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Reconciliation Documents	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
3/31/08	B	Updated procedure and associated documents

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