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YEAR END GASB 34 GENERAL LONG TERM DEBT SCHEDULE  
(ACC-W009)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process that is used to generate the long term debt schedule for Sacramento City Unified School District.

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 III

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Director of Accounting Services

**4.0 DEFINITIONS:**

- 4.1 Excel – spreadsheet software
- 4.2 Operating Statement (O/S) – the contract, terms and repayment of the long term debt
- 4.3 Trustee or Fiscal Agent – where the cash is physically held and to whom debt payments are due
- 4.4 Certificate of Participation – low interest loan secured by the sale of bonds. This is commonly referred to as a “COP”.
- 4.5 General Obligation Bonds – voted on by the taxpayers. Commonly referred to as G.O. Bonds
- 4.6 \*\*\*\* – represents current fiscal year (e.g. “2008” is used for fiscal year 2007-08)

**5.0 WORK INSTRUCTION:**

- 5.1 Open the worksheet in excel (C:/my documents/gasb34/gltd\*\*\*\*.xls)
- 5.2 The ending balance should be the new beginning balance
- 5.3 Add new issuances of COPs or G.O. Bonds to the spreadsheet
- 5.4 Any payments made to the Trustee should be included in the payment column
- 5.5 All adjustments to payments or issuances should go into the “other” column
- 5.6 The spreadsheet will calculate the new balance

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Operating Statements
- 6.2 Trustee Statements

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
GLTD****.xls	electronic	3 years after life	deletion	Access unlimited

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of debt

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/15/04	A	Initial Release
3/31/08	B	Updated title, work instruction 5.1, and 7.0, and added definition 4.6

**\*\*\* End of work instruction \*\*\***