
PAYROLL CLEARING ACCOUNT (FUND 76) RECONCILIATION (ACC-W014)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction discusses the process that is used to reconcile the Payroll Clearing Account.

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 Fund 76: Payroll Clearing Account used to record payroll liabilities (i.e. federal taxes, state taxes, health insurance, etc).
- 4.2 Escape: Financial System

5.0 WORK INSTRUCTION:

- 5.1 Using Escape, run Liability Account Summary Report for fund 76.
- 5.2 Reconcile each account with a balance using Liability Account Detail Report. The fund is reconciled when each account with a balance on the Liability Account Summary Report has items identified to make the account zero.
- 5.3 Resolve reconciliation items.
- 5.4 Send to Director of Accounting Services for review.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Liability Account Summary Report
- 6.2 Liability Account Detail Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Payroll Clearing Account 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
3/31/08	B	Update responsibility, approval authority, and definitions

*** End of work instruction ***