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# MONTHLY WARRANTS AND CHECKS TO THE BOARD (ACC-W015)

Sacramento City Unified School District

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

## 1.0 SCOPE:

- 1.1 This work instruction discusses the reporting of monthly Warrants and Checks to the Board of Education.

## 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 District Warrants: Payment to vendors expect Cafeteria Fund.
- 4.2 Cafeteria Checks: Checks paid from the Cafeteria Fund.
- 4.3 Cash Revolving Account: Emergency checks for payroll.
- 4.4 Alternate Cash Revolving Account: Emergency checks for account payable.
- 4.5 Payroll Warrants: Payments to Employees
- 4.6 Escape: Software Financial System
- 4.7 CFO: Chief Financial Officer

## 5.0 WORK INSTRUCTION:

- 5.1 Using Escape's Bank Account file determine the range of warrants or checks numbers written each month for Accounts Payable, Payroll, Cafeteria, and Alternate Cash Revolving.
- 5.2 Receive each month the range of checks numbers written from the Cash Revolving Account from a Fiscal Technician II.
- 5.3 E-mail data 5.1 and 5.2 to Administrative Services Supervisor in the office of the CFO.
- 5.4 Print and file a copy of the e-mail in the Fiscal Analyst file area.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Warrants register for each of the funds or accounts.

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Monthly Warrants and Checks Listing	File cabinet in Accounting Services office	One year	Discard as desired	No protection required

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/30/04	A	Initial Release

**\* \* \* E n d o f p r o c e d u r e \* \* \***