
CASH FLOW FOR INTERIM REPORTING (ACC-W018)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction discusses the process of completing the Cash Flow for the 1st and 2nd interim reports submitted to SCOE/CDE.

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/Accounting Services Supervisor

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Accounting Services

4.0 DEFINITIONS:

- 4.1 Escape: Software Financial System
- 4.2 Interim Report: Period report of the District's budgeted and actual financial statements that includes data on actual and projected cash flow.
- 4.3 First Interim: Period of July 1 through October 31
- 4.4 Second Interim: Period of July 1 through January 31
- 4.5 Object Codes: Four-digit code indicates the type of purchase or services.
- 4.6 SCOE: Sacramento County Office of Education
- 4.7 CDE: California Department of Education
- 4.8 SACS: Standardized Account Code Structure

5.0 WORK INSTRUCTION:

- 5.1 Using Escape, run a Journal Entry Fund Object Detail Report
 - 5.1.1 In the General Ledger, select Journal Entry, then select Review/Post JE's
 - 5.1.2 Select Transaction, enter the interim period (i.e. 07 01 07 to 01 31 08), hit F10
 - 5.1.3 Select Account Mask, Year, Fund 01, Object Code 9110, hit F3
 - 5.1.4 Run the report, using Fund 01, Object Code range 1000 to 9999, major object digits "4", hit F3, enter "F", and file name \ESCAPE\SPL\CF"mo,yr".RPT
- 5.2 Using Escape, run the 5 Column Summary Report for actual income and expenses
- 5.3 Using Escape, run the Asset/Liability Account Summary Report, object codes 9110-9999
- 5.4 For First Interim, using Escape, run the Asset Account Summary Report for the beginning cash amount using 6/30/XX balances for the prior year
- 5.5 Using the CDE SACS Financial Report Software spreadsheet (provided by the Budget Director):

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- 5.5.1 Fill in beginning cash using balance from 5.4 report
- 5.5.2 Fill in each months receipts and disbursements using amounts from 5.2 reports
- 5.5.3 Fill in Prior Year Transactions using amounts from 5.3 report
 - 5.5.3.1 Use object codes 9111-9499 for Accounts Receivable
 - 5.5.3.2 Use object codes 9500-9699 for Accounts Payable
- 5.6 Compare ending cash amount on the SACS spreadsheet with the cash amount of 5.3 report for object code 9110.
- 5.7 The SACS spreadsheet reports cash flow for the entire fiscal year. For the months outside of the interim reporting period, estimates are provided instead of reporting actual cash flow data.
 - 5.7.1 Estimate the amounts for each month that should be received and disbursed by object code
 - 5.7.2 The grand total of receipts and disbursements for the year will equal the amounts reported on the 5.2 report in revised budget column.
- 5.8 Send the spreadsheet to the Budget Director.
- 5.9 File copy of spreadsheet and reports.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 CDE SACS Financial Interim Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Cash Flow to SCOE/CDE	File cabinet in Accounting Services	One year	Discard as desired	No protection needed

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 scope, responsibility, definitions, work instructions, and associated documents

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