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COMMUNITY FACILITIES DISTRICT NO.1 (CFD #1) RECONCILIATION (ACC-W019)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction discusses the process of reconciling CFD #1 fiscal agent accounts.

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 Fiscal Agent: An agent that functions as the trustee, transfer agent and paying agent for Community Facilities District No. 1 Special Tax Bonds, Series C (Refunding)
- 4.2 Escape: Software Financial System

**5.0 WORK INSTRUCTION:**

- 5.1 Receive monthly statements from the Fiscal Agent.
- 5.2 Using Escape, post entries in ledger for items on the monthly statement.
  - 5.2.1 Use the revenue journal for interest and money received from taxes levied on parcels in CFD #1.
  - 5.2.2 Use the general journal for any fees and debt service payments.
- 5.3 Using Escape, run Asset Account Detail Report from the ledger for the Fiscal Agent account (52-0000-X-9135).
- 5.4 Prepare the reconciliation document.
- 5.5 Send to Director of Accounting Services for review.
- 5.6 File the reconciliation document.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Statements from Fiscal Agent
- 6.2 Reconciliation document
- 6.3 Journal entries

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
CFD #1 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	Updated work instructions 5.1 and 5.2

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