



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE:	2024-25 Year-End Accounting Procedures for Secondary School Student Body Funds	ROUTING Region Administrators of Operations Principals Fiscal Specialists Coordinating Financial Managers Senior Financial Managers Financial Managers
NUMBER:	REF- 1755.21	
ISSUER:	Ernie Thomas, Controller Accounting and Disbursements Chris Mount-Benites, Chief Financial Officer Business & Finance Division	
DATE:	May 19, 2025	
DUE DATE:	June 20, 2025	
PURPOSE:	The purpose of this reference guide is to provide updated procedures and due dates for the closing of Student Body financial activities in the CYMA accounting program for 2024-25.	
MAJOR CHANGES:	This reference guide replaces REF 1755.20 and has been updated for an accounting cut-off date of June 13, 2025 , and Financial Report submission due date of June 20, 2025 .	
INSTRUCTIONS:	A. Collections and Deposits: <ul style="list-style-type: none">• Deposit all collections by June 13, 2025.• Record income earned but not received by this date in CYMA as Accounts Receivable.• Collections received after this date will be recorded as prior year income for FY 2025-26.• Deposit and close all change and petty cash funds by this date. B. Inventory Procedures: <ul style="list-style-type: none">• Identify all resale inventory items.<ul style="list-style-type: none">○ Return unsold items to the store.○ Collect all cash from sales.○ Reimburse for purchased items to reflect all expenses.• Ensure all inventories are counted by June 13, 2025.• Upload inventory reports and Costs of Goods Sold calculation to your school’s OneDrive Student Body shared folders as an Excel file by June 20, 2025.	

C. Tax Filing:

- File Federal and State taxes promptly.
- If filing sales tax on a calendar year basis, include liability for the first and second quarters in the sales tax payable account. Please ensure that this is taken into consideration by calculating the whole sales tax due amount.

D. Payables and Remittances:

- Pay all Student Body bills on or before **June 13, 2025**.
- Ensure check requests include receipts/invoices.
- Remit all clearing account balances in GL accounts #211000 series to the LAUSD. Mail the check along with the signed Cash Receipt Unit Remittance Form to:

Treasury and Other Accounting Services Branch
Cash Receipts Unit
333 South Beaudry Ave., 26th Floor
Los Angeles, CA 90017

High Schools Only:

If spring athletic reimbursement check is not received by **June 13, 2025**, record the total amount as:

- Debit: GL Account 117005 (Accounts Receivable-Athletic Reimbursement)
- Credit: Independent Contractor Athletic Official GL Expense Account(s)

E. Year-End Adjusting Entries:

- Include all current school year transactions.
- Set up receivables and payables where applicable.
- Review and distribute income recorded in the holding (clearing) accounts to the appropriate student activity accounts.

F. Reports and Worksheets to Upload to your school's OneDrive Student Body Folder by June 20, 2025:

- CYMA Reports (PDF format)
 - Balance Sheet Detail
 - Year-to-Date Trial Balance
 - Consolidated Profit & Loss Statement
 - Profit & Loss Statement by Department
 - Profit & Loss Statement by Activity

- Other Reports:
 - Bank and Imprest Fund reconciliations of all accounts for April and May.
 - Attach a copy of the entire bank statement for April and May.
 - **The Associated Student Body June bank reconciliation will be completed by your Coordinating Financial Manager and emailed to you for review and signatures.**
- Worksheets (in Excel file):
 - List of investments (including interest rates and terms of investment and copy of latest bank/investment statements)
 - Summary of inventories and detailed resale inventories.
 - List of receivables (advertising shops, insurance claims, etc.); itemize each payer and show year of origin.
 - List of assets – paid and deposit
 - List of payables
 - List of other liabilities due to students
 - List of reserve accounts (state the purpose, date authorized by Student Body Finance Section, and anticipated completion date for each project reserve)
 - Equipment inventory control account summary
 - Student Body salaries – Also email a copy of this schedule to h.baghramian@lausd.net
 - Yearbook (Annual) sales reconciliation
 - Donation form – Include Club Donations as well

Note: Be sure to check and balance. Schedule totals must agree with ledger totals. All the school files must have the proper signature and date. Forms that are not applicable must be marked as “NONE”.

- G. Records Retention:
Maintain all books and records in the Student Body office for audit purposes:
- Accounting records
 - Disbursements, receipts, petty cash receipts, payroll records, checks, invoices, and purchase orders
 - Bank account records, including statements, and validated deposit slips

- Financial records supporting collections, e.g., receipts books, class receipts records, ticket reports, cash register and unit sales records
- Unused tickets, master receipts, class receipts, auxiliary receipts, and perpetual inventory records
- Student Body equipment inventory records
- Request for Authorization (RFA)-Fundraising, RFA-Other and supporting documents such as flyers, quotations, bids and contracts
- Minutes of Student Body Finance Committee or Student Council actions
- Student Body office file of school bulletins
- Imprest Fund Claim forms (34-AEH-24) with supporting invoices, checkbook, bank statements, and paid checks, etc. Refer to Accounting and Disbursements Division Reference Guide No. REF-1706.4, "Imprest Funds," dated September 15, 2015
- Daily Mileage Statement of Privately-Owned Cars, if applicable

RELATED RESOURCES: [Publication 465, Student Body Policies and Accounting Procedures – Secondary Schools, Student Body Finance Section](#)
[REF-1706.4, Imprest Funds, Accounting & Disbursements Division](#)

ATTACHMENTS: None

ASSISTANCE: If you need help with the year-end accounting procedures, please contact your Coordinating Financial Manager.