

TITLE: 2024-25 Year-End Accounting Procedures
for Adult School Service Centers

NUMBER: REF-4276.18

ISSUER: Ernie Thomas, Controller
Accounting and Disbursements

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Business and 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 4276.17 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:
 - a. Collect and deposit all cash and checks by **June 13, 2025**.
 - b. Record receivables for income earned but not yet received by that date.
 - c. Documents received after this date will be recorded after **June 30, 2025**.
 - d. Retain funds and petty cash for summer school as necessary.
- B. Inventory Management:
 - a. Identify all inventory items held by teachers or other staff. Ensure that:
 - i. Unsold items are returned to the store
 - ii. Cash is collected for sold items
 - iii. Invoices or other proof of expenditure are obtained
 - b. Complete inventory counts by **June 13, 2025** and upload inventory reports and cost of goods sold calculations as

ROUTING

Principals
Occupational
Center
Financial
Managers
Coordinating
Financial Managers
Division of Adult and
Career Education

Excel files to your school's OneDrive Student Body shared folder by **June 20, 2025**.

- C. Tax Filing:
 - a. File your Federal and State taxes promptly.
 - b. For calendar-year sales tax returns, ensure the payable account reflects liabilities from Q1 and Q2 appropriately.

- D. Payments and Remittances:
 - a. Pay all Student Body bills on or before **June 13, 2025**.
 - b. All payments must be approved and supporting documents such as receipts or invoices should be on file.
 - c. Remit all clearing account balances in GL accounts #211000 series to 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.

- E. Adjusting Entries:
 - a. Record all current school year transactions.
 - b. Set up receivables and payables where applicable.
 - c. Review and distribute income recorded in the holding (clearing) accounts to the appropriate student activity accounts.

- F. Reporting Requirements:

Continue to use the "CYMA Accounting Fiscal Year-End Procedures." Upload the following reports and worksheets in PDF format to your school's shared OneDrive Student Body Folder by **June 20, 2025**:

 - 1. CYMA Reports for the period July 1, 2024, through June 30, 2025:
 - a. Balance Sheet Detail
 - b. Year-to-Date Trial Balance
 - c. Consolidated Profit & Loss Statement
 - d. Profit & Loss Statement by Department
 - e. Profit & Loss Statement by Activity

2. Other Reports:

- a. Bank and Imprest Fund reconciliations of all accounts for April and May.
- b. Attach a copy of the entire bank statement for April and May.
- c. **The Associated Student Body June bank reconciliation will be completed by your Coordinating Financial Manager and emailed to you for review and signatures.**

3. Worksheets (in Excel file):

- a. List of investments (including interest rates and terms of investment and copy of latest bank/investment statements)
- b. Summary of inventories and detailed lists of materials from the Board of Education purchased for resale (ROC), if applicable.
- c. List of receivables (advertising shops, insurance claims, etc.); itemize each payer and show year of origin.
- d. List of assets-prepaid and deposit
- e. List of payables
- f. List of other liabilities due to students
- g. List of reserve accounts (state the purpose, date authorized by Student Body Finance Section, and anticipated completion date for each project reserve)
- h. Equipment inventory control account summary
- i. Student Body salaries – Also email a copy of this schedule to h.baghramian@lausd.net
- j. Donation form
- k. List of cash register equipment reading. Including equipment not in use

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 such as the following:

- 1. Accounting records
- 2. Disbursements, receipts, petty cash receipts, payroll records, checks, invoices, and purchase orders

3. Bank account records, including statements, cancelled (paid) checks, passbooks, and validated deposit slips
4. Financial records supporting collections, e.g., receipts books, receipts records, ticket reports, cash register and unit sales records.
5. Unused tickets, master receipts, class receipts, auxiliary receipts, and perpetual inventory records
6. Student Body equipment inventory records
7. Request for Authorization (RFA)-Fundraising, RFA-Other and supporting documents such as flyers, quotations, bids and contracts.
8. Student Body office file of school bulletins
9. Imprest Fund Claim forms (34-AEH-24) with supporting invoices, checkbook, bank statements, and paid checks, validated deposit slips, etc. Refer to Accounting and Disbursements Division Reference Guide No. REF-1706.4, "Imprest Funds," dated September 15, 2015
10. Daily Mileage Statement of Privately-Owned Cars, if applicable

**RELATED
RESOURCES:**

[Student Body Finance Section Publication 469, Student Body Policies and Accounting Procedures](#)
[REF-1706.4, Imprest Funds, Accounting & Disbursements Division](#)

ATTACHMENTS: None

ASSISTANCE: For assistance or further information, please contact your Coordinating Financial Manager.