



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2251

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CATEGORY: **Fiscal Management, Associated Student Body**

EFFECTIVE: **1-29-62**

REVISED: **2-09-05**

SUBJECT: **Elementary/Secondary Student Body Monthly Statement/Trial Balance**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for making monthly financial statements (trial balances) of student body funds in elementary and secondary schools.
2. **Related Procedures:**

End-of-school year audit of ASB and district funds	2375
Student body bank reconciliation	2250

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy D-5000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Accounting Operations Department, Financial Operations Division, Office of School Site Support.
2. The principal, as trustee, shall be directly responsible for conduct of student financial activities.
3. The financial clerk/school secretary, under direction of the principal, shall maintain control records and follow prescribed accounting procedures.
4. A summary of account balances (trial balance) is made at the close of each calendar month (July to June, inclusive) for submission in accordance with dates provided by the Accounting Operations Department.

D. IMPLEMENTATION

1. **Elementary School. Secretary** prepares monthly trial balance of student body accounts in duplicate from information on "Student Body Record Sheet."
 - a. Reconciles total of student body activity and trust account balances with "Balance Available" in Column D in "Student Body Record Sheet" and with adjusted bank balance at the end of the month.
 - b. Enters amount of account balances opposite appropriate account names; accounts with zero-balance should not be listed. (Lists additional accounts on lines provided.)

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- c. Ensures that total of asset accounts equals total of liabilities and capital. (Total of accounts with normal *debit* balances must agree with total of accounts with normal *credit* balances.)
 - d. Submits monthly trial balance to principal for review and signature.
 - e. Mails signed original of trial balance to the Accounting Operations Department with bank reconciliation and duplicate receipts (Procedure 2250); files duplicate with school's copy of bank reconciliation.
2. **Secondary School. Financial Clerk:**
- a. Prepares a monthly financial statement in sufficient copies for school and district use. Minimum distribution includes the Accounting Operations Department, budget/finance committee chairman, principal, and school file.
 - b. Prepares the following reports at the close of each calendar month (July to June, inclusive) and submits these reports on dates specified by the Accounting Operations Department.
 - (1) Monthly financial statement
 - (2) Bank reconciliations
 - c. Submits the monthly financial statement to principal for review and signature.
3. **Principal reviews and signs** monthly financial reports, indicating approval, prior to submission to the Accounting Operations Department.

E. FORMS AND AUXILIARY REFERENCES

1. Student Body Accounts, Trial Balance, Inventory Item 22-S-7777 ((elementary schools)

F. REPORTS AND RECORDS (Section C.4.)

G. APPROVED BY

Kerry B. Flanagan

Chief of Staff, Kerry Flanagan
For the Superintendent of Public Education