
YEAR END COMPLETING SACS/GASB 34 FORMS/SCHEDULES
(ACC-P039)

Sacramento City Unified School District

- 5.2 Using the schedules above, enter the current year's data into SACS Software in the GASB 34 forms and schedules
- 5.3 Review all reports for accuracy, print and submit to external Financial Auditors
- 5.4 File a set of reports in the Director of Accounting's Office

6.0 ASSOCIATED DOCUMENTS:

- 6.1 ISET Escape Reports
- 6.2 COI Schedule
- 6.3 LTD Schedule
- 6.4 FA Schedule
- 6.5 Compensated Absences Schedule
- 6.6 Work instructions ACC-W006, ACC-W007, ACC-W008, ACC-W009

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Schedule with supporting documentation (ISET Escape Report)	Director of Accounting's Office	3 Years	Shred	Secured Area

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/15/04	A	Initial Release
3/31/08	B	Corrected responsibility, updated procedure and associated documents

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