



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST

OFFICE OF ACCOUNTING

# Uniform Grant Guidance Policies & Procedures

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## Introduction

The Los Angeles Community College District establishes Uniform Grant Guidance for administration of funds for all federal, state and local grants. The purpose of this guidance is to ensure all federal, state and local grants and other specially funded program funds received by the District are administered in accordance with the U.S. Office of Management and Budget (OMB) Guidance for Grants and Agreements, 2 C.F.R. §200 and other applicable state and local laws. The full text of 2 C.F.R. §200 is available [here](#).

The District must comply with specific funding source requirements, guidelines, terms and conditions of the awards and with this uniform guidance, whichever is more restrictive. The Educational Services Center (ESC) accounting staff will provide assistance and consultation for accounting and procurement policies and procedures. The ESC accounting office will also assume financial reporting responsibilities (and will advise appropriate college staff in cases where reporting should be performed locally). The primary responsibility to ensure timely program reporting (financial and programmatic) lies with the college Specially Funded Program Director and the College President (or Chancellor for Districtwide programs).

## Accounting Policy and Methods

The District uses the accrual basis of accounting, which recognizes expenditures and measurement of liabilities in the period in which costs and liabilities are incurred, with no regard for the outflow of cash. The accrual basis of accounting allows the District to comply with U.S. Generally Accepted Accounting Principles (US GAAP) and Government Accounting Standards Board (GASB) Standards. Accrual basis accounting is critical for accurate, current and complete disclosure and monitoring of the financial results of each grant program in accordance with program reporting requirements, accurate matching of expendable resources to costs, and to make accurate and timely requests for grant reimbursement payments.

The District's accounting policies and procedures are based on the [California School Accounting Manual](#) and the [California Community Colleges Budget and Accounting Manual](#).

## Audits

Annually, the District undergoes an independent audit for the District as a whole. Certified Public Accountants licensed by the California Board of Accountancy conduct and perform an audit of the District's financial statements. The audit is done in accordance with auditing



standards generally accepted in the U.S. and with the standards applicable to financial audits contained in Government Auditing Standards issued by the U.S. Comptroller General. Those standards require the auditors plan and perform the audit to obtain reasonable assurance whether our financial statements are free from material misstatements.

The District also undergoes a Single Audit, also known as an “OMB-A133 Audit” for the regulations defined in Circular A-133 by the U.S. Office of Management and Budget. The purpose of the Single Audit is to ensure a recipient of federal funds is in compliance with federal program requirements. Single audits are conducted by independent Certified Public Accountants and encompass both financial and compliance components.

In addition, the California Community College Chancellor’s Office, the California Bureau of State Audits and other state and federal oversight agencies generally have the right under most agreements to review and copy any records and supporting documentation maintained by the District pertaining to the performance and compliance with grant and funding awards for the purpose of audit and enforcement.

The District is held to a high standard of responsibility in its management of public funds. These audits substantiate the District’s compliance with federal, state and local requirements for grant funding, and the goal of this guidance is to provide the information necessary to ensure financial and programmatic compliance and minimize audit findings of financial misstatements or compliance deficiencies.

### **How an Award Gets Accepted by the Board**

Once the college receives an award agreement, the Budget Office and the Specially Funded Programs unit will process the new grant by assigning fund number along with setting up the WBS (Work Breakdown Structure)/fund centers.

Colleges are required to provide the following documentation as part of the budget setup:

- A copy of the original Award Letter from the funding agency with important details such as the award amount, the agreement number, grant’s start and ending dates, reporting requirements, grant guidelines, and if the funding source is from a Federal Agency the CFDA (Catalog of Federal Domestic Assistance) number.
- A copy of the Abstract form (Short Narrative of Program Objective)
- A copy of Request for Contract (RFC) form (if required)
- A copy of the Master data form
- A copy of the eBTA form.



The Abstract and other forms can be located by signing into <https://myportal.laccd.edu>.

**LOS ANGELES  
COMMUNITY COLLEGE DISTRICT**

**LACCD**

User \*

Password \*

[Log On](#)

**Instructions on how to retrieve SAP User Id/Reset Password**

- If you forgot your Password or Unlock your Password [click here](#)
- If you forgot your User Id [click here](#)

**Help Section**

- For General Help [click here](#)
- For Application Help [click here](#)

After login, select the eBTA tab and then click on the BTA forms.

**SAP**

◀ Back Forward ▶ History Favorites Personalize View Help

Home Inbox / Work Work Request Access SAP GUI Transactions LACCD Org Chart Fiori Launchpad Employee Services New Time Sheet Entry Online W2 eBTA

**Budget Dashboard**

eBTA > Budget Dashboard

[BTA HELP VIDEOS/GUIDES](#) [BTA FORMS](#) [BUDGET CONTACT#](#)

You will see the following links to select and download the forms. To setup the grant, you will need items: 2, 3, and 4.



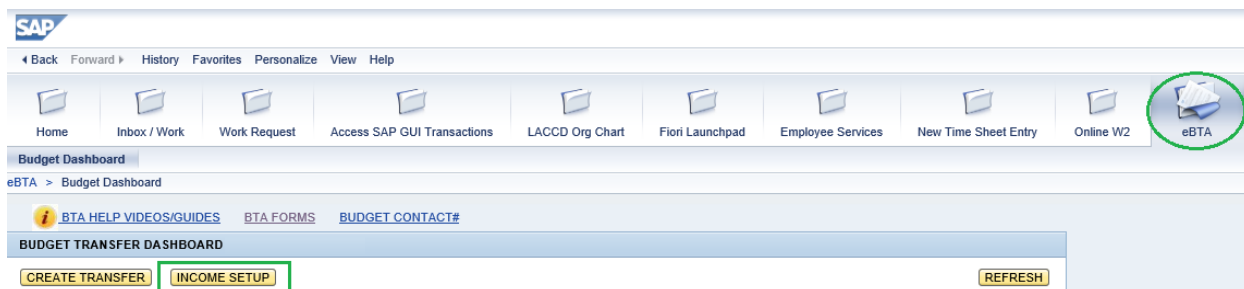
Please find BTA forms below.

1. [Click here to download Budget Transfer Authorization\(BTA\) Form](#)
2. [Click here to download WBS Form.](#)
3. [Click here to download Request For Contract\(RFC\).](#)
4. [Click here to download Abstract Form.](#)
5. [Donation form](#)
6. [Business Policies and Procedures for Donation](#)
7. [Release Time Reimbursement Classified Employees](#)
8. [Release Time Reimbursement Certificated Employees](#)
9. [Request for Cost Center](#)

Once all forms are completed, scan the documents and save on your computer. You will need to upload them later.

Log back into my portal to continue the budget setup process.

Select the **eBTA** tab and click on **Income Setup**.



Check off the box for “**New Income Setup**” and click continue.



Budget Dashboard

eBTA > Budget Dashboard

PLEASE SELECT OPTION BELOW

☒ **NEW INCOME SETUP**  
Select this option to create an eBTA to setup new income for SFP.

☐ **INCOME ADJUSTMENTS (INCREASE)**  
Select this option to create an eBTA for income adjustment/supplement to existing income.

☐ **INCOME ADJUSTMENTS (DECREASE)**  
Select this option to create an eBTA for income adjustment/reduction to existing income.

☐ **DONATIONS**  
Select this option to create an eBTA to accept a donation.

☐ **LOCALLY GENERATED INCOME**  
Select this option to create an eBTA for income generated at the colleges (dedicated revenue).

☐ **SPECIAL ADJUSTMENTS**  
Select this option to create an eBTA for special adjustments to income.

[← BACK](#) [CONTINUE →](#)

The following message will appear, click continue.

Please see below requirements for NEW INCOME SETUP

You need below documents for new income setup. Please make sure that you have every thing ready before you start New Income Setup

1. Award Letter Or President approval
2. WBS Master Data Form
3. Request for Contract(RFC)
4. Abstract Form

[← BACK](#) [CONTINUE →](#)

Upload each required document by clicking on browse and attach.



**Budget Dashboard**

eBTA > Budget Dashboard

Please attach documents for NEW INCOME SETUP

1. Attach Award Letter/President Approval:	<input type="text"/>	<a href="#">Browse...</a>	<a href="#">ATTACH</a>
2. Attach WBS Master Data Form:	<input type="text"/>	<a href="#">Browse...</a>	<a href="#">ATTACH</a>
3. Attach Contract Form (RFC):	<input type="text"/>	<a href="#">Browse...</a>	<a href="#">ATTACH</a>
4. Attach Abstract Form:	<input type="text"/>	<a href="#">Browse...</a>	<a href="#">ATTACH</a>

Then you may press continue to view the next screen.

**Budget Dashboard**

eBTA > Budget Dashboard

Please attach documents for NEW INCOME SETUP

1. Attach Award Letter/President Approval:	<a href="#">Award Letter</a>	<a href="#">CHANGE</a>
2. Attach WBS Master Data Form:	<a href="#">WBS Form</a>	<a href="#">CHANGE</a>
3. Attach Contract Form (RFC):	<a href="#">Request for Contract</a>	<a href="#">CHANGE</a>
4. Attach Abstract Form:	<a href="#">Abstract Form</a>	<a href="#">CHANGE</a>

[BACK](#) [CONTINUE](#)

The following window will appear asking to select the program director or budget owner. Enter the information below and press search, locate the name and then select by clicking continue.

**Search and select Program Director/Budget Owner for whom you are creating budget.**

Last Name:	<input type="text"/>	And/Or
First Name:	<input type="text"/>	And/Or
Employee#:	<input type="text"/>	And/Or
User ID:	<input type="text"/>	

[BACK](#) [SEARCH](#)

Select budget owner and click on CONTINUE button to proceed

<input type="checkbox"/> Budget Owner Name	Budget Owner Position
<a href="#">CONTINUE</a>	





On the next screen, you can leave the **Fund** field blank and continue by entering the text in the **Budget Transfer Documentation (Long Text)** section.

Further down, use from the drop down arrow to select the Income/Expenditure option from the **Sender/Receiver** column, enter the WBS code (location + activity code, i.e., -D6012) under the **Fund Center** column, then the expenditure account under the **Commitment Item** column, follow by the budgeted **Amount** for each account.

*Note: For the Income entry row, only enter the total award amount.*

Once all information is entered, then press continue. At this point the system will check to confirm if there are no issues validating the entries such as the commitment item number. If no errors exist, then you may submit your eBTA.

**CREATE BUDGET TRANSFER**

1. Budget Transfer Entry 2. Review and Submit Budget Transfer 3. Confirmation

Year: 2020 Process: Enter  
Budget Type: Original Budget Business Area: District Office  
Enter Fund:   
Program Director: Jane Doe Document Date: 10/30/2019  
[CHANGE](#)

**Totals**  
Total Income: 50,000  
Total Expenditure: 50,000

**Budget Transfer Documentation (Long Text):**  
Make sure to fill out this section and provide a brief statement regarding the grant, awarded amount, and the grant's active dates.

[LOAD ITEMS FROM EXCEL](#)

Item#	Sender/Receiver	Fund Center	Commitment Item	GL Description	Func. Area	Amount(\$)	Text(Optional)
00001	Income					50,000	
00002	Expenditure	-D6012	239300	Unclass,Prof Expt		14,500	
00003	Expenditure	-D6012	239200	Unclass,Non Inst		14,500	
00004	Expenditure	-D6012	395000	Emp Benft-SFP		21,000	
00005	Income						
00006	Expenditure						

[REMOVE SELECTED](#) [APPEND ROW](#) [COPY ROW\(S\)](#) [BACK TO DASHBOARD](#) [SAVE ON HOLD](#) [CONTINUE](#)

After submitting the eBTA, make note of the budget control # to keep track. The eBTA will now go through the approval process at the District Office.

The District Office will review all uploaded documentation and process the eBTA. Based on the source of funding, the assigned fund number will either be classified as federal, state, or local by using a specific range of fund numbers.

During the approval process, you may go back to the eBTA and click on the “**Detailed Status Tracking**” link to view the approval level of your request. To help increase the approval process, please ensure to provide and upload all required information.

Once the eBTA is posted, an email notification is sent to the budget owner. Utilizing the posted eBTAs, the District office will create the board agenda document to be sent to the Board for acceptance of new awards, grants and other income.



### **Post Award Management**

The responsibility of managing any grant award ultimately lies with the college president and/or the chancellor. However, the operational management of grants are handled by grant coordinators, department heads, deans, etc as named on award documents. If a program manager or director is not named on the award document, the responsible person needs to be identified as part of the award on-boarding described in the previous section. The program manager or director shall be responsible for program compliance, performance and reporting.

All financial related aspects of an award shall be performed by the college fiscal office, District accounting and budget offices. These include financial reporting and adjustments, funds management, cash drawdowns, accounts payables and receivables, and related audits. All fiscal handling of grant funds shall be performed in accordance with GAAP, GASB standards, and in accordance with the State [Budget and Accounting Manual](#) for Community Colleges.

The budget office shall be responsible for reviewing budget set up as determined by award documents. The budget office shall work with program staff in cases where the proposed budget set up does not appear to be in compliance with the award documents. However, the program manager or director shall be responsible for ensuring compliance with all program requirements. If necessary, the program director shall obtain written approval from the awarding agency in order to revise award budgets. It is the District's policy to set up budgets only in accordance with award provisions.

At the close of each month, the budget office provides a report on budget status for all funds including grant funds. These reports are made available to all college fiscal staff, including program managers and directors. The reports are also generally available in the District's ERP system. Program managers and directors are responsible for monitoring their budgets in accordance with program guidelines and timelines. Where necessary, fiscal office and District office accountants are available to assist program staff with reviewing the details of their budgets and spending status.

### **Policy – Allowable Costs**

In order to be allowable under federal, state or local awards, costs must meet the following general criteria:

1. Be necessary and reasonable for the performance of the federal, state or local award
  - A cost is reasonable if, in its nature and amount, does not exceed that which would be normally incurred under the circumstances prevailing at the time the decision was made to incur the cost
2. Be allocable



- A cost is allocable to a particular federal, state or local award if the goods or services involved are chargeable or assignable to that federal, state or local award in accordance with relative benefits received. This standard is met if the cost:
  - 1) Is incurred specifically for the federal, state or local award, and is consistent with program goals;
  - 2) Benefits a federal, state or local grant program and the costs incurred by the District can be allocated in proportions using reasonable methods; and
- 3. Conform to limitations or exclusions on types or amount set forth in 2 C.F.R. §200 and in the terms and conditions of federal, state or local award
- 4. Be consistent with District and College policies and procedures
- 5. Be determined in accordance with generally accepted accounting principles (GAAP)
- 6. Not be included as a cost or used to meet cost sharing or matching requirements of a program if claimed under any other federal, state or local program in either the current or a prior period, unless transferred.

In circumstances where the reasonableness and allowability of certain cost items may be difficult to determine, the program staff and/or ESC accounting staff will seek the written approval or otherwise, of the federal, state or local awarding agency. The program manager or director is responsible for initiating expense requests for their programs. They may do this with assistance from program staff and specialists. All program expense shall be incurred under the District's procurement guidelines. The college vice president of administration (as delegated by the college president) is responsible for approving any contracts, short-term agreements, purchase orders or other miscellaneous purchases for all programs at the college.

### **Cost Transfers, Overruns and Reversals**

The District requires that the transfer of costs applicable to a grant program is prepared and posted to that program before the close of each month or quarter as it corresponds to the program's reporting requirements. As a policy, the college's unrestricted general fund will be charged for any costs that are not allowable under a program, or costs that are in excess of an approved program budget. The District shall not bill any external program for costs beyond approved budget.

Program specialists and accountants are tasked with preparing the journal vouchers necessary to transfer these costs. However, before charging to the program, the cost transfer must be reviewed by the program manager, director, and approved by the college vice president of administration (or designee including college President, other VPs, or college financial administrator). The transfer vouchers shall also be reviewed and approved by District accounting manager before they are posted to the program account.



Program specialists, accountants and managers shall review costs charged to the program on an on-going basis. Before the close of each month, quarter and/or year, program staff shall work with the program manager to reverse all costs charged to the program but are deemed not eligible. If a cost reversal is necessary, the costs shall be transferred to other programs that allow for such expense, or the college's unrestricted general fund. The program manager or director is responsible for reviewing the details of their program costs each month to ensure charges to the program are applicable and allowable.

Cost overruns cannot be charged to a grant program, unless specifically approved by the external program monitor. Such approval must be documented in writing. Any cost overruns on a grant program shall be charged to the college's unrestricted fund, or transferred to another program that allows for such costs.

### **Indirect Costs**

Facilities and administrative (F&A) costs, or indirect costs, are those costs incurred for a common or joint purpose benefitting more than one program, and not readily assignable to the programs specifically benefitted. LACCD's federally negotiated Indirect Cost Rate is currently 30.9% (effective 7/1/2022) of modified total direct costs, including salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). The calculation of this rate excludes equipment, capital expenditures, rental costs, tuition remission, scholarships, and the portion of each subaward in excess of \$25,000. See the District rate agreement document (Appendix A) for additional information. If indirect costs are allowed under the terms and conditions of a federal, state or local award, and the program agreement does not specify a rate, the program is allowed to charge indirect costs calculated based on the federally negotiated indirect cost rate, otherwise, the program's specified rate should be applied.

### **General Allowability of Specific Cost Items**

The guidelines below are not all-encompassing, and awarding agency guidelines may be more rigid. Program staff and accountants should review the terms and conditions of federal, state or local awards for specific allowability, limitations and exclusions.

### **Generally Allowable Direct Costs**

1. Advertising and Public Relations Costs



- Allowable only if related to and necessary for performance of the federal, state or local award (i.e., recruitment of personnel, procurement of goods and services, disposal of scrap/surplus materials, program outreach)
  - Promotional items and memorabilia, including models, gifts and souvenirs may not be allowable
2. Audit Costs and Related Services
    - Allowable if specifically required and approved by the awarding agency
  3. Compensation – Personal Service
    - Allowable for services of employees contributing to and directly related to work under the federal, state or local award during the period of performance; salaries and wages charged should be the lower of rates allowed by the program or published District rates.
  4. Compensation – Fringe Benefits
    - Allowable for services of employees contributing to and directly related to work under the federal, state or local award during the period of performance
  5. Conferences
    - All programs shall follow the District’s travel and conference policy guidance unless the program provides specific travel and conference guidance. Where a conflict between the District and program travel policy exists, the following shall be applicable:
      - o Costs chargeable to the program shall be limited to the lower of program or District allowable costs
      - o Adherence to the District travel guidelines for non-financial related matters unless specifically forbidden by program guidelines
  6. Maintenance and Repair Costs
    - Allowable for utilities, insurance, security, necessary maintenance, janitorial services, repair, or upkeep of buildings and equipment necessary to carry out the performance of a federal, state or local award, if the costs are not intended to add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition
  7. Material and Supplies Costs, Including Costs of Computing Devices
    - Allowably when necessary for and actually used in the performance of a federal, state or local award
  8. Professional Service Costs



- Allowable when reasonable in relation to the services rendered and in accordance with District policy
- District officers and staff may not be compensated to perform professional services as contractors. However, they may be allowed to work on grant programs as an “extra assignment” where applicable, subject to District human resource policy guidelines.

9. Recruiting Costs

- Allowable when related to and necessary for performance of the project.

10. Rental Costs of Buildings and Equipment

- Allowable for reasonable costs when incurred specifically for the federal, state or local award. The rental cost of any property owned by individual(s) or entities affiliated with LACCD is unallowable.

11. Scholarships and Student Aid Costs

- Allowable only when the purpose (or part of the purpose) of the federal, state or local award is to provide training or aid to selected participants and the charge is approved by the sponsoring agency

12. Termination Costs

- Allowable for costs which would not have arisen had the federal, state or local award not been terminated

13. Training and Education Costs

- Allowable for training and education provided for employee development for a specific federal, state or local award

14. Transportation Costs

- Allowable when related to goods purchased

15. Travel Costs

- Allowable for transportation, lodging, subsistence, temporary dependent care and related items for employees who are in travel status on project-specific business, subject to District policy
- Non-employee travel is unallowable

**Allowable Direct Costs with Prior Approval**



1. Salaries of administrative and clerical staff
  - Should normally be treated as indirect (F&A) costs
  - Direct charging of these costs may be appropriate only if all of the following conditions are met:
    - 1) Administrative or clerical services are integral to a project or activity;
    - 2) Individuals involved can be specifically identified with the project or activity;
    - 3) Such costs are explicitly included in the budget or have the prior written approval of the federal, state or local awarding agency; and
    - 4) The costs are not also recovered as indirect costs.
2. Entertainment Costs
  - Unallowable except where specific costs that might otherwise be considered entertainment have a programmatic purpose and prior approval has been received from the awarding agency
3. Equipment and other Capital Expenditures
  - Allowable for special purpose equipment (Prior approval from awarding agency required for items with a unit cost of \$5,000 or more)
    - Special Purpose Equipment: used exclusively for research, medical, scientific, or other technical activities
  - Unallowable for General Purpose Equipment except with prior written approval of the federal, state or local awarding agency
    - General Purpose Equipment: not used exclusively for research (i.e., office equipment and furnishings, reproduction and printing equipment, etc.)
4. Goods or Services for Personal Use
  - Unallowable except for costs of housing, housing allowances and personal living expenses when prior approval is received from the awarding agency
5. Memberships, subscriptions, and professional activity costs
  - Allowable: membership in business, technical, and professional organizations; subscriptions to business, professional, and technical periodicals
  - Allowable with prior approval: membership in any civic or community organization
  - Unallowable: membership in any country club or social or dining club or organization; membership in organizations whose primary purpose is lobbying
6. Participant Support Costs
  - Allowable when prior approval has been received from the awarding agency



7. Pre-award Costs

- Allowable only to the extent that they would have been allowable if incurred after the date of the federal, state or local award and with the written approval of the federal, state or local awarding agency

8. Selling and Marketing Costs

- Unless allowable under Advertising and Public Relations, only allowable when necessary for the performance of the award with prior approval by the federal, state or local awarding agency

**Unallowable Direct Costs include (but not limited to) the following:**

1. Alcoholic Beverages
2. Alumni Activities
3. Bad Debt
4. Commencement and Convocation Costs
5. Contributions and Donations
6. Depreciation and Use Allowances
7. Fines, Penalties, Damages and Other Settlements
8. Fund Raising and Investment Management Costs
9. Interest
10. Lobbying
11. Losses on Other Awards or Contracts
12. Proposal Costs
13. Student Activity Costs

**Staff Roles and Responsibilities**

**Program Specialists** – responsible for reviewing program expense and working with program director, accounting and budget offices to keep the program in compliance with approved budget and expenditure requirements.

**Program Director** – responsible for ensuring program purchases and expenses are allowable under applicable program guidelines and in support of the overall program requirements. Responsible for budget, expenditure and reporting requirements of the program.

**Vice President/College President/CFO** – responsible for all fiscal affairs of the college including grant programs. Responsible for approving procurement, budgets and external reporting.





**Budget/Accounting/Fiscal Office** – responsible for providing accounting and financial reporting support for all grant programs, including review of budgets, cost transfers and allocations, cash management and audit response.



Policy: <b>Time &amp; Effort Reporting and Personal Services Compensation and Time</b>	Updated: 2/14/24
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## **Policy**

All individuals who receive personal services compensation funded by federal, state or local awards are required to comply with the federal, state or local awarding agency's regulations regarding the proposing, charging, and reporting of effort on those awards.

### **Personal Services Compensation Allowability**

Compensation costs are allowable under a federal, state or local award to the extent that the total compensation for individual employees:

1. Is necessary for the performance of the federal, state or local award and reasonable for the services rendered
  - Compensation is considered reasonable if it is consistent with that paid for similar work in other activities of the District/College or comparable to that paid for similar work in the competitive labor market.
2. Is allocable and supported by Time and Effort Documentation as required in the Time and Effort Documentation section below
3. Follows District/College policy and meets the requirements of federal, state or local statutes and the terms and conditions of the federal, state or local award
4. Is under the relevant statutory ceiling for certain employees

### **Time and Effort Reporting Policy**

All personnel who are paid in any part with federal, state or local grant funds must regularly complete Time and Effort reports that accurately reflect the work done and the distribution of the employees' Time and Effort to a program or programs. Salaries and wages charged to federal, state or local awards must be properly documented and reflect the work performed. In addition, these records must:

1. Be supported by a system of internal controls that provide reasonable assurance that the charges are accurate, allowable, and properly allocated
2. Be incorporated into the District/College official records
3. Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities
4. Encompass federal, state or locally funded and other activities compensated by the District on an integrated basis; records may reflect activity categories expressed as a percentage distribution of total activities



5. Support the distribution of the employee's salary or wages among specific programs/funds if the employee works on any combination of federal, state or local awards and non-awards.

### **Time and Effort Reporting Procedures**

1. An employee's time and effort should be assigned in advance to specific awards in the SAP payroll system based on anticipated activities.
2. Payroll charges to a federal, state or local award serve as the initial data points but are insufficient. An after-the fact Time and Effort Certification form must be prepared at least monthly to certify that salaries charged are reasonable and consistent with the actual work performed.
  - 1) The form should encompass the required documentation needed to comply with federal, state or local regulations and award requirements. At a minimum, the form should include: program/fund number, actual hours or percentage of total work spent on the program, detailed descriptions of duties performed, employee signature, and management approval.
  - 2) All time worked for the District should be included on the effort certification in order to calculate what portion relates to the federal, state or local award.
3. The Time and Effort Certification form must be reviewed for accuracy and certified with signatures by the employee and the federal, state or local award director.
  - 1) The federal, state or local award director must verify that the compensation costs charged to the federal, state or local award are allowable (see the Allowability of Costs section for details).
  - 2) The certification should not be approved until any discrepancies are resolved.
4. Adjustments to expenditures under federal, state or local award must be made if there are any discrepancies between anticipated and actual effort.
  - 1) Small discrepancies should be adjusted through the journal voucher process.
  - 2) Greater and consistent discrepancies should be adjusted through the payroll system.
5. Approved Time and Effort Certification forms must be retained for a period of three years from the date of submission of the final expenditure report or, for federal, state or local awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal, state or local awarding agency or pass-through entity in the case of a subrecipient.
6. Employee compensations used in meeting cost sharing or matching requirements on federal, state or local awards must be supported in the same manner as those claimed for reimbursement from federal, state or local awards.

For any salaries and benefits expenditure transfers via journal voucher, District Accounting will only process with proper approval and with accompanied time and effort reports. For comprehensive manual on how to prepare Journal Vouchers, see Appendix B – Journal Vouchers.



East Los Angeles College • Los Angeles City College • Los Angeles Mission College • Los Angeles Pierce College • Los Angeles Southwest College  
Los Angeles Trade-Technical College • Los Angeles Valley College • West Los Angeles College

## SPECIALY-FUNDED PROGRAMS MONTHLY TIME AND EFFORT REPORT

College or Partner Name:

Month:

EMPLOYEE NAME:			JOB TITLE:		
EMPLOYEE NUMBER:		PROGRAM NAME:		PROGRAM BUDGET NO.	
DEPARTMENT/OFFICE:	Workforce Training				
MONTH	TASKS (Please provide details of activities performed for the respective grant/s for which you have been hired)				<b>HOURS</b> <i>Hours must match hours verified on time sheet</i>
	•				
	•				
	•				
	•				
	•				
Total Hours					

Employee's Signature:

Administrator

Approval:

Date:

Date:



WEEKLY TIME & EFFORT REPORT FOR EMPLOYEES PAID THROUGH SFP & CATEGORICAL PROGRAM

Department: \_\_\_\_\_

Grant Name: \_\_\_\_\_

Budget Number: \_\_\_\_\_

Time Period: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Employee Salary Distribution:

FTEF by Job Code:

Job Code	FTEF

Distribution of Employee duties and time:

Hours Worked Weekly:

Job Code	Hours Worked

Signatures:

<u>Employee - print name</u>	Employee Signature	Date
		_____
<u>Payroll Representative:</u>		
_____		
Print Name and Title	Signature	Date
_____		
<u>Dean:</u>		
_____		
Print Name and Title	Signature	Date
_____		



Policy: <b>Cash Management</b>	Updated: 2/14/24
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## Policy

In accordance with 2 C.F.R. §200.305, the District must utilize payment methods that minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the District.

Though advance payment is allowed under the Uniform Guidance, the District has elected to request federal, state or local award payments by reimbursement, unless a program requires otherwise.

The District generally allows for advance payment to subrecipients if the subrecipients meet the requirements set forth in the Uniform Guidance.

All program cash drawdowns are prepared by District accountants/senior accounts based on actual costs as posted at a given point in time in the District's ERP system, SAP. The prepared invoice/worksheets are reviewed and approved by the Accounting Manager before drawdowns are initiated. Invoices that need to be mailed out are signed by either the Director of Accounting or Chief Financial Officer.

## Payments by Reimbursement

For federal, state or local award payments, the District has elected to only request payments by reimbursement, not payments in advance. The general procedure is as follows:

1. The District uses non-award funds to pay employees and/or vendors prior to requesting and receiving federal, state or local award funds.
2. Program director, staff, and accountant periodically request reimbursement for actual expenditures incurred.
  - Program director, staff, and accountant must ensure that all program expenditures are allowable before requesting reimbursements from the federal, state or local granting agency. See the Allowable Costs policy for general guidelines.
  - Appropriate approvals must be obtained and documented.
3. Grant payments are deposited to the appropriate bank account, and coded to the correct fund and general ledger account promptly.
4. A District accountant prepares the worksheet necessary for cash drawdowns or requests. This worksheet is approved by a District senior accountant and accounting manager/director.



5. A District staff performs the federal, state or local deposit reconciliations to the General Ledger on a monthly basis.
6. The District retains documentation of cash receipts and federal, state or local expenditures (invoices, time sheets, payroll stubs, etc.) for a period of three years from the date of submission of the final expenditure report or, for federal, state or local awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal, state or local awarding agency or pass-through entity in the case of a subrecipient.

### **Payments in Advance**

Although advance payment request is not allowed in the District, in the rare event that advance payments are received incidentally, the District and the colleges must:

1. Deposit and maintain the funds in an insured and interest-bearing account
2. Disburse payments as soon as possible to ensure minimal time lapse
3. Calculate the interests earned on the advance payments, and remit earned interest in accordance with program guidelines.

These payment requests are prepared by District accountants and reviewed and approved by senior accountants and manager/director.

### **Payments to Subrecipients**

While the District generally encourages payments by reimbursement to federal, state or local award subrecipients, payment in advance is allowed provided the subrecipient maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement, and financial management systems that meet the standards for fund control and accountability. The District retains its right to not offer or process advance payments if the subrecipient does not meet the requirements or the risk of non-compliance is high.

Advance payments to the subrecipient must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the subrecipient in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the subrecipient for direct program or project costs and the proportionate share of any allowable indirect costs.



Policy: <b>Subrecipient Monitoring</b>	Updated: 2/14/2024
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## Definitions

### Subrecipient

A subrecipient is an entity that receives a subaward from a pass-through entity to carry out part of a federal, state or local program; it does not include an individual that is a beneficiary of such program.

Characteristics which support the classification as a subrecipient include when the entity:

1. Determines who is eligible to receive what federal, state or local assistance;
2. Has its performance measured in relation to whether objectives of a federal, state or local program were met;
3. Has responsibility for programmatic decision making;
4. Is responsible for adherence to applicable federal, state or local program requirements specified in the federal, state or local award; and
5. In accordance with its agreement, uses the federal, state or local funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

### Subaward

A subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal, state or local award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal, state or local program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

### Monitoring and Audits

Program managers are responsible for monitoring the effective performance of sub awardees. Given the unique requirements of various programs, managers are required to review program





guidelines for monitoring requirements, including ensuring that sub awardees are fully informed of all program performance requirements.

For sub awardees who are not subject to the audit requirements of 2 C.F.R. §200, program managers must work with the District's Internal Audit unit to plan and execute an audit of the sub awardee as warranted.

### **Pass-through Entity**

A pass-through entity is one that provides a subaward to a subrecipient to carry out part of a federal, state or local program.

### **Contractor**

A contractor is an entity that receives a contract. The term "contractor" replaces the term "vendor" used in Circular A-133.

### **Contract**

A contract is a legal instrument by which an entity purchases property or services needed to carry out the program under a federal, state or local award. A procurement relationship is created through a contract.

Characteristics indicative of a procurement relationship are when the contractor:

1. Provides the goods and services within normal business operations;
2. Provides similar goods or services to many different purchasers;
3. Normally operates in a competitive environment;
4. Provides goods or services that are ancillary to the operation of the federal, state or local program; and
5. Is not subject to compliance requirements of the federal, state or local program as a result of the agreement, though similar requirements may apply for other reasons.

In determining whether an agreement between the District/College and another entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases. District/College staff must use judgment and make a case-by-case determination. The federal, state or local awarding agency may supply and require the District/College to comply with additional guidance.



## Policy

The District/College is required to monitor the programmatic and financial activities of its subrecipients to ensure satisfactory performance, compliance with the terms and conditions of the subaward agreement, and proper stewardship of federal, state or local funds. To do so, the District/College must:

1. Determine whether the entity is a subrecipient or contractor. If a contractor role is assigned, subrecipient monitoring is not required.
2. Ensure the Subrecipient is not debarred.
3. Ensure that the subaward is clearly identified to the subrecipient as a subaward and provide the following information:
  - 1) Federal, state or local Award Identification
    - (1) Subrecipient name
    - (2) Subrecipient's unique entity identifier (formerly DUNS)
    - (3) federal, state or local Award Identification Number (FAIN or other)
    - (4) federal, state or local Award Date
    - (5) Subaward Period of Performance Start and End Date
    - (6) Amount of federal, state or local funds obligated by this action to the subrecipient
    - (7) Total Amount of the federal, state or local award committed to the subrecipient
    - (8) federal, state or local award project description
    - (9) Name of federal, state or local awarding agency, name of District/College, and contact information for District/College awarding official
    - (10) CFDA Number and the associated federal, state or local award dollar amount
    - (11) Identification of whether the award is research and development
    - (12) Indirect cost rate
  - 2) All requirements imposed by the District/College on the subrecipient so that the federal, state or local award is used in accordance with federal, state or local regulations and the terms and conditions of the federal, state or local award
    - The subrecipient is subject to the same allowability guidelines that the District as the primary recipient is. Refer to the Allowable Costs Policy for general District allowability guidelines.
  - 3) Requirement that the subrecipient set up a separate account in its accounting system to record expenses incurred under the subaward
  - 4) Any additional requirements including required financial and performance reports and backup documentation
  - 5) If indirect costs are allowed under the federal, state or local award and granted to the subrecipient, an approved federal, state or locally recognized indirect cost rate negotiated



between the subrecipient and the Federal Government or a rate negotiated between the District/College and the subrecipient

- 6) Requirement that the subrecipient permit the District/College and auditors to have access to the subrecipient's records and financial statements as necessary, and that the subrecipient retain all subaward-related documents for three years from the date of submission of the final invoice or expenditure report
- 7) Requirement that the District may request return of funds if any unallowable expenditures are discovered
- 8) Appropriate terms and conditions concerning closeout of the subaward

Provide the best information available to describe the federal, state or local award and subaward if some information is not available. If any information changes, include the change in a subsequent subaward modification.

4. Review all invoices or expenditure reports and backups submitted by the subrecipient
  - 1) Ensure all expenses are allowable by reviewing the subrecipient's performance reports and financial documents such as General Ledger
  - 2) Request additional backup documentation as necessary to confirm expense allowability
  - 3) Disallow unallowable expenditures if necessary
  - 4) Issue payments for invoices after review and approval by federal, state or local award program director
  - 5) Request return of funds if unallowable expenses are discovered and payments have already been made
  - 6) The review procedures, backups, and results must be documented.
5. Evaluate each subrecipient's risk of noncompliance with federal, state or local regulations, and the terms and conditions of the subaward in determining the appropriate subrecipient monitoring.

Consider such factors as:

  - 1) The subrecipient's prior experience with the same or similar subawards
  - 2) The results of previous audits including whether or not the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been audited as a major program
  - 3) Whether the subrecipient has new personnel or new or substantially changed systems
  - 4) The extent and results of federal, state or local awarding agency monitoring if the subrecipient also receives federal, state or local awards directly from a federal, state or local awarding agency
  - 5) The evaluation procedures, backups, and results must be documented.



6. Monitor subrecipient activities as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal, state or local regulations and the terms and conditions of the subaward, and that subaward performance goals are achieved.  
Subrecipient monitoring must include:
  - 1) Review of financial and performance reports
  - 2) Follow-up and assurance that the subrecipient takes timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means
  - 3) Issuance of a management decision for audit findings provided to the subrecipient
  - 4) The monitoring procedures, backups obtained, communications, etc. must be documented and retained.
7. Depending on the District/College's risk assessment, utilize the following monitoring tools:
  - 1) Providing subrecipients with training and technical assistance on program-related matters
  - 2) Performing on-site reviews of the subrecipient's program operations
  - 3) Arranging for agreed-upon-procedures engagements
8. Verify that the subrecipient is audited when its federal awards expended during the respective fiscal year equaled or exceeded \$750,000.
9. Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the District/College's own records.
10. Consider taking the following enforcement actions against noncompliant subrecipients if it is determined that the noncompliance cannot be remedied by imposing additional conditions:
  - 1) Temporarily withhold cash payments pending correction of the deficiency
  - 2) Disallow all or part of the cost of the activity or action not in compliance, and request return of funds
  - 3) Wholly or partly suspend or terminate the subaward
  - 4) Recommend suspension or debarment proceedings be initiated by a federal, state or local awarding agency
  - 5) Take other remedies that may be legally available.



Policy: <b>Conflict of Interest</b>	Updated: 2/14/24
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## Policy

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

There are five types of interests that may result in disqualification:

1. **Business Entity:** A business entity in which the employee has an investment of \$2,000 or more in which he or she is a director, officer, partner, trustee, employee, or manager.
2. **Real Property:** Real property in which the employee has an interest of \$2,000 or more including leaseholds. (However, month-to-month leases are not considered real property interests.)
3. **Income:** An individual or an entity from whom the employee has received income or promised income aggregating to \$500 or more in the previous 12 months, including the official's community property interest in the income of his or her spouse or registered domestic partner.
4. **Gifts:** An individual or an entity from which the employee has received gifts aggregating to \$470 or more in the previous 12 months.
5. **Personal Finances:** The employee's personal finances including his or her expenses, income, assets, or liabilities, as well as those of his or her immediate family.

If a decision may have a financial impact or effect on any of the foregoing interests, an employee, official, or agent is disqualified from contract decision if the following two conditions are met:

- The financial impact or effect is foreseeable, and
- The financial impact or effect is significant enough to be considered material.

In accordance with 2 C.F.R. §200.112 and 2 C.F.R. §200.318, the District must disclose in writing any potential conflict of interest to the federal, state or local awarding agency or pass-through entity in accordance with applicable federal, state or local awarding agency policy.

A violation of the conflict of interest policies could be the basis for discipline. A knowing or willful violation of the conflict of interest statutes constitutes a misdemeanor.



## **LACCD Conflict of Interest Code (Board Rule 14000)**

The Los Angeles County Board of Supervisors, the code reviewing body for the Los Angeles Community College District, has adopted the Fair Political Practices Commission regulation (2 C.C.R. §18730) as a model Conflict of Interest Code for use by all agencies for which the Board of Supervisors is a reviewing body. Accordingly, the Los Angeles Community College District incorporates by reference, the definitions contained in the Political Reform Act, regulations of the Fair Political Practices Commission (2 C.C.R. §18100 et seq.) and any amendments to the Act or regulations. The Fair Political Reform Act; the regulations of the Fair Political Practices Commission (2 C.C.R. §18100 et seq.); any amendments to the Act or regulations; along with Administrative Regulation C-5 in which disclosure categories are set forth; and Administrative Regulation C-6 in which members, employees, and consultants are designated, constitute the Conflict of Interest Code for the Los Angeles Community College District.

The LACCD Board designates the Office of General Counsel as the location responsible for sending out Statements of Economic Interest to individuals who hold designated positions, for receiving the completed Statements of Economic Interests, and for maintaining original and duplicate Statements of Economic Interest.

Individuals holding designated positions shall file Statements of Economic Interests with the Office of General Counsel in accordance with the timelines set forth in 2 C.C.R. §18730. Within five days of receipt of the statements for the chancellor, board members, and the student board member, the Office of General Counsel shall make and retain copies and forward the originals of these statements to the Los Angeles County Board of Supervisors. Statements for all other designated individuals will be retained by the Office of General Counsel. All retained statements, original or copied, shall be available for public inspection and reproduction in accordance with Government Code section 81008 and the Board policy regarding inspection of public records (Board Rule 7700).

### **Categories (Administrative Regulation C-5)**

The Board Rules which implement the District's Conflict of Interest Code requires the adoption of disclosure categories for its Conflict of Interest Code. The disclosure categories are hereby listed.

#### *Category 1*

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located



within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### *Category 2*

Persons in this category shall disclose all investments and business positions.

#### *Category 3*

Persons in this category shall disclose all income and business positions.

#### *Category 4*

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclose category.

#### *Category 5*

Persons in this category shall disclose all business positions with, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services and supplies of a type utilized by the District and the Foundation and associated with the job assignment of designated positions assigned to this disclosure category, with the exception of positions with a Foundation formed under the Nonprofit Benefit Public Corporation Law. (Corporations Code Section 5000, et seq.)

#### *Category 6*

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Chancellor.

#### *Category 7*

Persons in this category shall disclose all income from any Los Angeles Community College District employee, any representative or association of such employee, and business positions or



income from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

### **Designated Positions (Administrative Regulation C-5)**

The Board Rules which implement the District's Conflict of Interest Code requires the adoption of a list of designated positions which are subject to the District's Conflict of Interest Code. The designated positions and the disclosure categories are hereby listed.

DESIGNATED POSITIONS	DISCLOSURE CATEGORIES
<b>BOARD OF TRUSTEES:</b>	1, 2, 3
Board Members	4
Student Board Member	
<b>CHANCELLOR'S OFFICE:</b>	1, 2, 3
Chancellor	1, 2, 3
Deputy Chancellor	1, 2, 3
General Counsel	2, 3
Chief Financial Officer/Treasurer	4
Administrator for College and District Public Relations	2, 3
Executive Assistant to the Chancellor	1, 2, 3
Associate General Counsel	4
Assistant General Counsel	1, 5
Director of District Foundation	2, 3
Director of Internal Audit	
<b>FACILITIES PLANNING AND DEVELOPMENT:</b>	1, 2, 3
Executive Director of Facilities Planning and Development	1, 2, 3
Director of Facilities, Planning and Development	1, 4
Facilities Project Managers	4
Construction Project Inspector	1, 2, 3
Director of College Facilities	1, 2, 3
Manager, Facilities Planning	
<b>BUDGET AND MANAGEMENT ANALYSIS:</b>	2, 3
Director of Budget and Management Analysis	
<b>ACCOUNTING AND DISBURSEMENTS:</b>	
Director of Accounting	4
Assistant Director	4
Accounts Payable Manager	4





Accounting Manager	4
Financial Aid Manager, CFAU	4, 7
 <b>BUSINESS SERVICES:</b>	
Director of Business Services	1, 2, 3
Contracts Manager	1, 2, 3
Contracts Analyst	4
Risk Manager	4
Employee Benefits Specialist	4, 7
Occupational and Safety Health Specialist	4
Purchasing Agent	4
College Procurement Specialist	1, 2, 3
 <b>EDUCATIONAL SUPPORT SERVICES:</b>	
Vice Chancellor	4
Dean	4
Associate Dean	4
 <b>ECONOMIC AND WORKFORCE DEVELOPMENT:</b>	
Vice Chancellor	4
Dean	4
Associate Dean	4
 <b>INSTITUTIONAL EFFECTIVENESS:</b>	
Vice Chancellor	4
Dean	4
Associate Dean	4
 <b>HUMAN RESOURCES DIVISION:</b>	
Senior Associate Vice Chancellor	2, 3
Associate Vice Chancellor	4, 7
Personnel Manager	4, 7
Assistant Director of Employer-Employee Relations	4, 7
Director of Employer-Employee Relations	4, 7
 <b>INFORMATION TECHNOLOGY:</b>	
Chief Information Officer	4
Systems & Programming Manager	4
Computer and Network Operations Manager	4
Assistant Computer and Network Operations Manager	4
Data Services Manager	4
Software Systems Engineering Manager	4
Enterprise Resources Planning (ERP) Project Coordinator	2, 3
SAP Project Coordinator	2, 3
ERP Technical Architect	4
SAP/ERP Manager	4



OFFICE OF DIVERSITY PROGRAMS:

Director of Diversity Programs 4

PERSONNEL COMMISSION:

Commission Members 4, 7

Personnel Director 4, 7

JOINT LABOR-MANAGEMENT BENEFITS

COMMITTEE:

Committee Members 4, 7

COLLEGE POSITIONS:

Presidents 1, 2, 3

Vice Presidents, Administration/Admin. Services 1, 2, 3

Vice Presidents, Academic Affairs 1, 4

Vice Presidents, Workforce Education, Economic  
Development and Community Education 1, 4

Vice Presidents, Student Services 4

Associate Vice Presidents, Administrative Services

Deans, Academic Affairs/Center for Economic Development  
and Continuing Education/Service Careers/Tech Career/Arts  
and Sciences 4

Deans, Resource Development and Community Relations 4

Associate Deans of Trade, Technical and Occupational

Departments 4

Deans/Associate Deans, CalWORKs 4

Financial Aid Manager, CFAU 4, 7

Director of College Facilities 1, 2, 3

College Financial Administrators 4

Bookstore Managers 4

Director of Foundation 1, 5

CalWORKs Directors 4

College Procurement Specialist 1, 2, 3



Policy: <b>Mandatory Disclosure</b>	Updated: 2/14/24
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## Policy

In accordance with 2 C.F.R. §200.113, the District must disclose, in a timely manner, in writing to the federal, state or local awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal, state or local award. Failure to make required disclosures can result in any of the remedies described in 2 C.F.R. §200.338, including suspension or debarment.

The District must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings that:

1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the federal, state or local Government;
2. Reached its final disposition during the most recent five year period; and
3. Is one of the following:
  - 1) A criminal proceeding that resulted in a conviction
  - 2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
  - 3) An administrative proceeding that resulted in a finding of fault and liability and payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
  - 4) Any other criminal, civil, or administrative proceeding if:
    - (1) It could have led to an outcome described in section 1), 2), and 3) above
    - (2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault; and
    - (3) The requirement to disclose information about the proceeding does not conflict with applicable laws and regulations.

To report, enter in the SAM Entity Management area the information that SAM requires about each proceeding. The District must disclose semiannually any information about the criminal, civil, and administrative proceedings through SAM for the most recent five year period, either to report new information about any proceeding(s) that the District has not reported previously or affirm that there is no new information to report.



## **Definitions**

### **Administrative Proceeding**

A non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the federal and State level but only in connection with performance of a federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

### **Conviction**

A judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.



Policy: <b>Procurement</b>	Updated: 2/14/24
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## Definition

Procurement is the act of obtaining or buying goods or services.

## Policy

The procurement department is primarily responsible for preparing and issuing all purchase orders and contracts in accordance with federal, state, local and District requirements. Contracts and Purchase orders must be approved by the Board of Trustees to be valid.

Program Directors must adhere to purchasing deadlines published by District Accounting for the year-end close. The year-end closing schedule and purchasing deadlines are provided to all campuses by District Accounting during the course of the year. The District’s fiscal year end is June 30.

As dictated in §200.317–200.326 of the Uniform Guidance, District/College must conform to the procurement standards that apply to the procurement of goods and services directly charged to a federal, state or local award. These standards have a strong emphasis on procurement methodology to achieve the goals of increased accountability and competition. However, if there is any discrepancy in procurement methodology or standards between the District and the standards in C.F.R. §200, the District policy will apply. For an illustration of federal versus District policy, please refer to the tables following this section.

The language in the procurement standards has largely been taken from OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments, making much of it familiar to state and local governments. Those previously governed by OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, will see these standards as more specific and prescriptive.

In reviewing the general procurement standards (§200.318 and §200.319), here are some key items that must be followed:

- **Competition** – Provide full and open competition in procuring goods and services. This means situations must be avoided that may prevent competition, such as placing unreasonable requirements on firms to qualify noncompetitive pricing practices between firms or affiliated companies or specifying only a “brand name.”
- **Documented policies** – Document procurement procedures and policies. If procedures are not currently documented, it must be made a priority. If policies are already



documented, the policies should be reviewed to ensure they incorporate and follow applicable regulations. These procedures must ensure all solicitations clearly and accurately describe the requirements of the goods or services to be procured and identify all requirements that bidders must fulfill and the factors used in evaluating bids. In addition, if policies include a prequalified list of persons, firms or products used in procuring goods and services, the list should be current and include enough qualified sources to ensure open competition.

- **Oversight** – Monitor contractors to ensure they perform in accordance with the terms, conditions and specifications of their contracts or purchase orders. This requirement supplements a similar requirement in which contracts only are awarded to those that use funds responsibly and in accordance with the agreement’s terms.
- **Conflicts of interest** – Possess written policies about conduct of its employees involved in the selection, award and administration of contracts. These policies must cover both organizational and personal conflict of interest to prevent unfair or noncompetitive awards being provided. These policies also must include disciplinary actions for any violations of the conflict-of-interest standards.
- **Necessary purchases** – Avoid unnecessary or duplicative purchases. To this end, an entity should consider the most efficient and effective approach to purchases, e.g., bulk purchasing, lease versus purchase, agreements for use of common or shared goods and services, use of federal, state or local excess and surplus property as opposed to purchasing new equipment, etc.
- **Use of state, local or tribal geographical preferences** – Unless federal, state or local statutes specifically mandate or encourage geographical preference, prohibit using statutorily or administratively imposed state, local or tribal geographical preferences when conducting procurements.
- **Records** – Maintain documentation to support the history of the procurement, i.e., rationalization for method used, contractor selection or rejection, basis for contract price, etc.

After considering the general requirements for procurement, Uniform Guidance specifically outline five allowable methods (§200.320): This information is provided to help you understand the types of purchasing methods and how to determine where your purchasing falls within the scope of each method. Please note the District’s dollar thresholds are more restrictive than federal thresholds, because the District must comply with California Education Code, California Public Contract Code (PCC) and the terms of federal and non-federal funding sources.

1. **Micro-purchases** – This method is for purchases in which the aggregate dollar amount doesn’t exceed the micro-purchase threshold—currently \$10,000, adjusted periodically for inflation, or \$2,000 for construction subject to the Davis-Bacon Act. The District’s threshold for micro-purchases is \$2,500 for non-Davis-Bacon Act related purchases (everything except construction). Purchases may be made without cost or price analysis or soliciting any quotes or bids if the price is considered to be reasonable. Under this method, it is encouraged to distribute these purchases among qualified suppliers. For example, when purchasing supplies, consideration is taken to rotate purchases between vendors that offer similar rates. When applying the micro-purchase threshold, the threshold applies to the aggregate purchase amount rather than the cost of individual



items. For instance, if a purchase is made for multiple kinds of office supplies (computer paper, pens, pencils, ink cartridges, etc.) and the total price is \$5,000, this method would not be applicable, because the threshold must be applied to the overall purchase total and not the price of individual types of supply items purchased.

2. **Small purchase** – This method is for purchases above the micro-purchase threshold but below the Simplified Acquisition Threshold (SAT) as defined by the Federal Acquisition Regulation. The federal threshold is currently \$150,000; however, you must apply the District’s small purchases threshold of \$92,600, which complies with California Public Contract Code (PCC) 20111(a). Price or rate quotations must be obtained from more than one qualified source. This does not mean formal bids and solicitations for quotes must be made—these procedures are meant to be simple and informal. Quotes may be obtained from a variety of simple sources, e.g., internet search, vendor price listing, verbal quotes, etc. Similar to the micro-purchase method, no cost or price analysis is required. As with the micro-purchase examples, if purchases for a variety of office supplies total \$5,000, this would require consideration for quotes. Price comparison may be made based on an internet search between a local supply store versus a national chain and a vendor selected based on these quotes.
3. **Sealed bids (formal advertising)** – This method is for purchases greater than the SAT. Bids are publicly solicited, and a firm fixed-price contract is awarded to a responsible bidder who has the lowest price and conforms to all the material terms and conditions of the invitation for bid. Price is a significant factor in this method and generally is the preferred method for procuring construction. This method is used if bids may be solicited from an adequate number of suppliers (two or more), a complete and realistic specification or purchase description is available, purchase results in a firm fixed-price contract and the selection may be made based on price. A cost and price analysis must be performed for these purchases, and the entity must make independent estimates before receiving bids or proposals.
4. **Competitive proposals—requests for proposal (RFP)** – This method is for purchases greater than the SAT in situations where sealed bids are not appropriate. This may be the case when price is not the only factor in awarding a contract. In general, this results in a fixed-price or cost-reimbursement type contract. Under this method, the following requirements apply:
  - RFPs must be publicized and identify all evaluation factors and their relative importance
  - Proposals must be solicited from an adequate number of qualified sources
  - Possess a written method for evaluating and selecting recipients
  - Contracts must be awarded to a responsible firm

Similar to sealed bids, a cost and price analysis must be performed for these purchases.

5. **Noncompetitive proposals** – This method results in solicitation from a sole source and may be used if one or more of the following conditions apply:



- Item is available from only one source
- Public emergency will not permit a delay resulting from competitive solicitation
- Awarding agency authorizes noncompetitive proposals in response to a written request
- After soliciting a number of sources, competition is determined to be inadequate

Sole-source purchases are applicable at any level when one of the aforementioned criteria is met.

With any of the above methods, the procurement standards also emphasize contracting with small and minority businesses, women's business enterprises and labor surplus area firms (§200.321). These firms must be used when possible. Methods for inclusion include placing these businesses on the vendor list, soliciting pricing from them when they are potential sources, breaking up projects or orders into smaller tasks to permit participation by these firms or requiring contractors to follow these guidelines for subcontracts.

For the complete LACCD policies and procedures on procurement, please refer to the Los Angeles Community College District Procurement [Policies and Procedures](#).





Policy: <b>Equipment Management</b>	Updated: 2/14/24
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## Definitions

### Equipment

Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

### Policy

Equipment must be used by the District in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal, state or local award, and the District must not encumber the property without prior approval of the federal, state or local awarding agency. When no longer needed for the original program or project, the equipment may be used in other activities supported by the federal, state or local awarding agency, in the following order of priority:

1. Activities under a federal, state or local award from the federal, state or local awarding agency which funded the original program or project, then
2. Activities under federal, state or local awards from other federal, state or local awarding agencies. This includes consolidated equipment for information technology systems.

During the time that equipment is used on the project or program for which it was acquired, the District must also make equipment available for use on other projects or programs currently or previously supported by the federal, State or Local Government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by federal, state or local awarding agency that financed the equipment and second preference must be given to programs or projects under federal, state or local awards from other federal, state or local awarding agencies. Use for non-federal, state or locally-funded programs or projects is also permissible. User fees should be considered if appropriate.

Notwithstanding the encouragement in §200.307 Program income to earn program income, the District must not use equipment acquired with the federal, state or local award to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by federal, state or local statute for as long as the federal, state or local government retains an interest in the equipment.



When acquiring replacement equipment, the District may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

## **Management Requirements**

Equipment (including replacement equipment), whether acquired in whole or in part under a federal, state or local award, until disposition takes place must be managed by adhering to the following requirements:

1. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the federal Award Identification Number FAIN), who holds title, the acquisition date, and cost of the property, percentage of federal, state or local participation in the project costs for the federal, state or local award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep the property in good condition.
5. If the District is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

## **Disposition**

When original or replacement equipment acquired under a federal, state or local award is no longer needed for the original project or program or for other activities currently or previously supported by a federal, state or local awarding agency, except as otherwise provided in federal, state or local statutes, regulations, or federal, state or local awarding agency disposition instructions, the District must request disposition instructions from the federal, state or local awarding agency if required by the terms and conditions of the federal, state or local award. Disposition of the equipment will be made as follows, in accordance with federal, state or local awarding agency disposition instructions:

1. Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the federal, state or local awarding agency.
2. Except as provided in §200.312 federal, state or locally-owned and exempt property, paragraph (b), or if the federal, state or local awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in



excess of \$5,000 may be retained by the District or sold, subject to more restrictive award-specific regulations or more restrictive state or local statute. The federal, state or local awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the federal, state or local awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the federal, state or local awarding agency may permit the District to deduct and retain from the federal, state or local share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

3. The District may transfer title to the property to the federal, state or local Government or to an eligible third party provided that, in such cases, the District must be entitled to compensation for its attributable percentage of the current fair market value of the property.
4. In cases where a District fails to take appropriate disposition actions, the federal, state or local awarding agency may direct the District to take disposition actions.

Please refer to the Los Angeles Community College District Asset Management Policy (Appendix D) for further information.

Policy: <b>Records Retention</b>	Updated: 2/14/24
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Records for all grant programs shall be maintained in accordance with the District's [policy](#) on record retention. The retention timeline shall begin with the submission of the final program expenditure report. The District shall follow the requirements of a program if they are longer or stricter than the District's policy.



Policy: <b>Travel Costs</b>	Updated: 2/14/24
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## Policy

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District. If these costs are charged directly to the federal, state or local award, documentation must justify that:

1. Participation of the individual is necessary to the federal, state or local award; and
2. The costs are reasonable and consistent with the District’s established travel policy shown below.
3. Proper documentation must include conference related documents, purchase receipts for lodging, transportation, meals and other expenses necessary for the conference or activity.

See Appendix C for the District’s travel policy and guidelines.

## Reference

[State Compendium of Allocations – FY2023-24](#)

[Federal Grants Information](#)

[California Community College Budget & Accounting Manual](#)

[LACCD Document Retention Policy](#)

## Appendix

Appendix A – LACCD Indirect Cost Rate Agreement

Appendix B – Journal Voucher Manual

Appendix C – LACCD Conference and Activities Travel Guidelines

Appendix D – LACCD Asset Management Policy



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST

OFFICE OF ACCOUNTING

# Accounting Process Review

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## Journal Vouchers

**Refer to Appendix E for e-JV**

03/23/2016

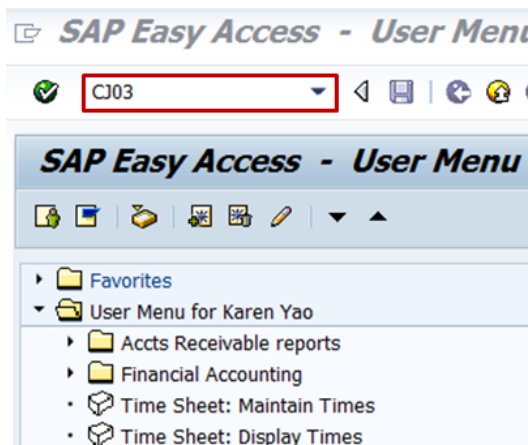


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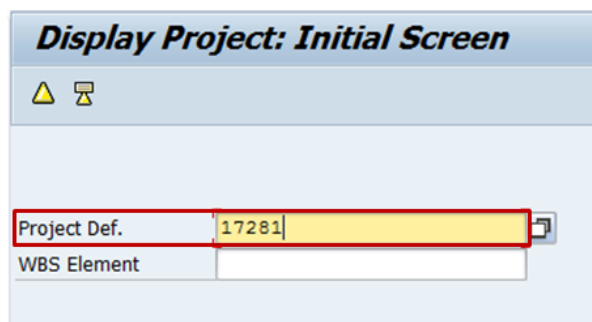
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## I. Introduction

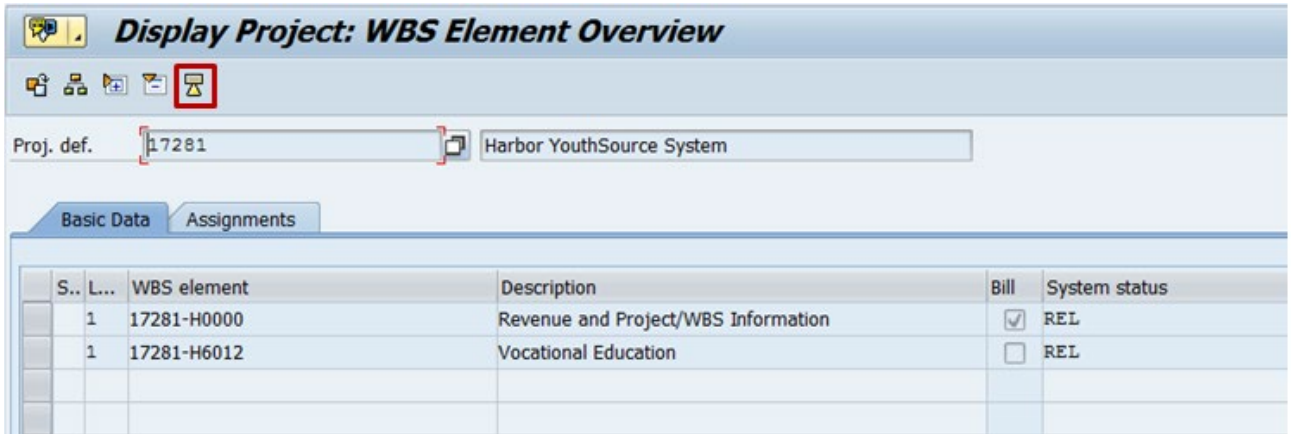
- Forms used to process accounting entries for which other means of entry into the financial system are not available
  - For example, no JVs are needed for automatic salary & benefit postings, purchase order payments
- Prepared by accounting staff and authorized individuals in various departments
- On campus, primarily used for expense transfers and corrections
- Integral part of the audit trail, should be adequately supported by auditable documentation
- Preparers need to ensure that transactions on JVs are recorded according to:
  1. Accounting principles
  2. Budget constraints
  3. Legal requirements
  4. District policy
  5. Coding restrictions of the computerized financial information system (SAP)
- Email the JV with backups to the responsible SFP accountants before JV approval if you would like them to be reviewed
  - To check which accountant to contact for your SFP fund,
    - 1) Enter "CJ03" in the Command Field and press Enter:



- 2) Enter the fund number for "Project Def." and press Enter:



3) Press the “Project Definition” button:



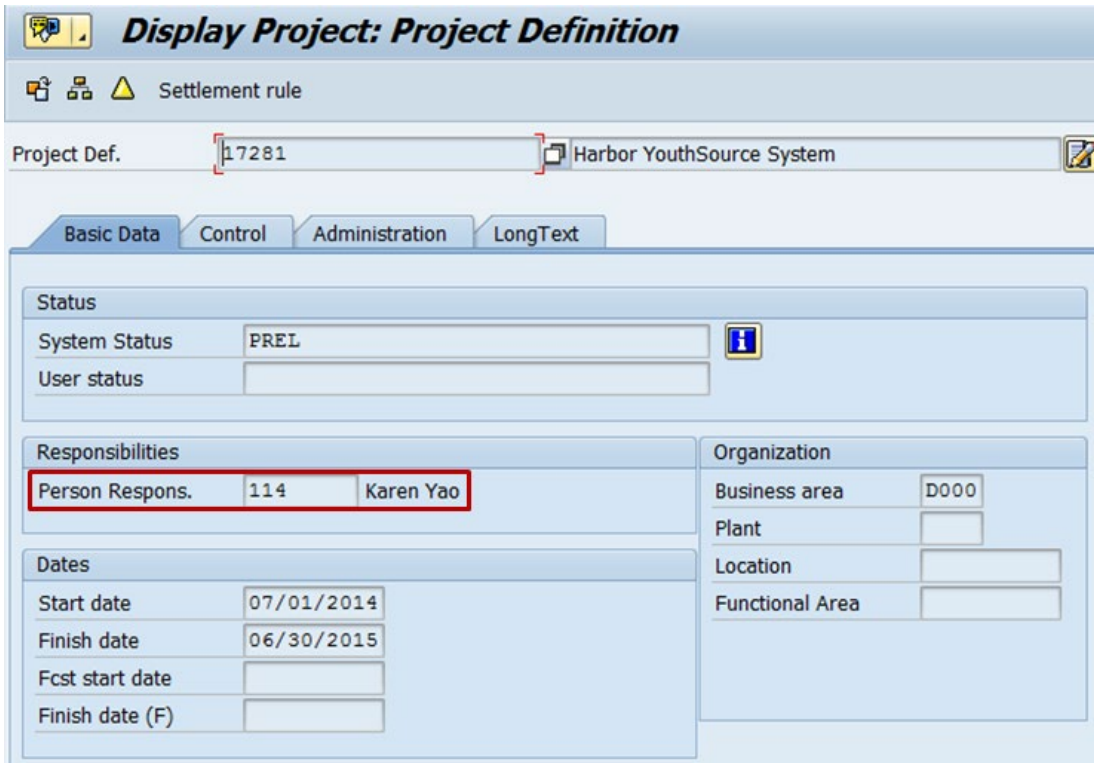
**Display Project: WBS Element Overview**

Proj. def. 17281 Harbor YouthSource System

Basic Data Assignments

S..	L...	WBS element	Description	Bill	System status
	1	17281-H0000	Revenue and Project/WBS Information	<input checked="" type="checkbox"/>	REL
	1	17281-H6012	Vocational Education	<input type="checkbox"/>	REL

4) The responsible accountant is displayed:



**Display Project: Project Definition**

Settlement rule

Project Def. 17281 Harbor YouthSource System

Basic Data Control Administration LongText

Status

System Status PREL

User status

Responsibilities

Person Respons. 114 Karen Yao

Organization

Business area D000

Plant

Location

Functional Area

Dates

Start date 07/01/2014

Finish date 06/30/2015

Fcst start date

Finish date (F)



## II. Auto-Posting JV Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Journal Voucher - Auto Posting														
2															
3	Click the hyperlink below for the instructions to this form:														
4	<a href="#">Journal Voucher Instructions.doc</a>														
5															
6	College or District														
7															
8															
9	SAP G/L Account Document Header Data														
10															
11	Doc. date														
12															
13	Posting date														
14															
15	Reference														
16															
17	Short text														
18															
19	Doc. type	SA													
20															
21	SAP G/L Account Document Line Item Data														
22	G/L	Debit	Credit	Cost Center											
23	Account	Amount	Amount	or WBS Element	Fund	Business Area	Assignment Number	Text							
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															
36															
37															
38															
39															
40															
41															
42	Total	\$ -	\$ -												
43															
44															
45	JV Prepared by:														
46															
47	JV Approved by:														
48															
49	Distribute to:														
50															
51	JV Entered / Posted in SAP by:														
52															
53	SAP Document number:														

- Use of the template is required
- JVs are posted at the District Office by uploading the Excel auto-posting JV spreadsheet instead of manually keying in
  - Auto-posting increases accuracy and efficiency
- Excel template:
  - Use **Excel 97-2003 Worksheet** format; file extension should be “xls,” not “xlsx”
  - Only use **one Excel tab/worksheet per file**; delete all other unneeded tabs
  - First journal entry should ALWAYS start at Row 25 (marked in green)
  - **Insert more rows between Row 25 and 41 if necessary**
  - Do NOT alter the formatting from Row 1 to 24, or Row 42 to 53 (marked in red); any formatting changes in these areas will corrupt the file
  - Auto-fit the column width to make sure all text are shown if necessary
  - All required fields must be completed to ensure the file will be uploaded and all information is recorded on SAP

### III. IV Submission & Posting

- JVs should be **prepared as soon as all information needed are available, DO NOT wait** until last minute
- **Attach all backups** to JVs before submission
- **Make a full copy or scan for yourself before submission** in case the document gets lost or you have audit requests
- After approval signatures are obtained, send original JVs with backups to the Business Office or Administrative Services to assign campus reference number
- JVs that contain the following GLs only can generally be posted on campus; Business Office or Administrative Services staff will send the other JVs to the District Office for posting
  - 1xxxxx – 2xxxxx: Salaries
  - 442000: Instructional Media Materials
  - 442300: Audio Visual Material
  - 45xxxx: Supplies and Materials
  - 552200: Postage & Mail Service
  - 589000: Other Expense
- **Send auto-posting JV Excel file** (for JVs posted at the District Office) to **ESCDDataEntry@email.laccd.edu**
  - **JVs will not be posted without the file**
  - You can copy the SFP accountant on the email
- Auto-posting JV file names need to be easily identifiable by the posting staff
  - Save your file using the desired file name before you print the file to ensure that the file name matches with what is printed on the JV
  - File name should contain the fund number, campus name, purpose of JV, and posting month, or simply use the campus JV reference number as the file name
- All SFP-related JVs sent to the District Office are reviewed by SFP accountants before posting
- To be posted in a certain month, JVs need to be received by the District accounting staff at least one day before that **month's closing deadline**

MONTH	CLOSING DEADLINE
July 2015	Tuesday, September 08, 2015
August 2015	Tuesday, September 15, 2015
September 2015	Monday, October 12, 2015
October 2015	Thursday, November 12, 2015
November 2015	Thursday, December 10, 2015
December 2015	Wednesday, January 13, 2016
January 2016	Wednesday, February 10, 2016
February 2016	Thursday, March 10, 2016
March 2016	Wednesday, April 13, 2016
April 2016	Wednesday, May 11, 2016
May 2016	Friday, June 10, 2016
June 2016	Wednesday, July 13, 2016
Salary Accrual	Wednesday, July 20, 2016



## IV. JV Components

- Sample JV:

Journal Voucher - Auto Posting

Click the hyperlink below for the instructions to this form:  
[Journal Voucher Instructions.doc](#)

College or District Harbor

## SAP G/L Account Document Header Data

Doc. date 06/25/15  
 Posting date 06/30/15  
 Reference ~~457-15-366~~ JV 06-341  
 Short text Transfer Benefits  
 Doc. type SA

## SAP G/L Account Document Line Item Data

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
395000	24.74		17281-H6012	17281	H 000	1011111	John Doe, PP 1-4 Unmatched Benefits
392000		24.74	H 1190B	10999	H 000	1011111	John Doe, PP 1-4 Unmatched Benefits
395000	22.26		17281-H6012	17281	H 000	1011112	Ivan Doe, PP 1-4 Unmatched Benefits
392000		22.26	H 1190B	10999	H 000	1011112	Ivan Doe, PP 1-4 Unmatched Benefits
395000	269.72		10425-H6750	10425	H 000	1021111	Jane Doe, PP 1 & 5 Unmatched Benefits
392000		269.72	H 1190B	10999	H 000	1021111	Jane Doe, PP 1 & 5 Unmatched Benefits
Total	\$ 316.72	\$ 316.72					

JV Prepared by: John Doe *John Doe* 6/25/2015  
 JV Approved by: Jane Smith *Jane Smith* 6/26/2015  
 Distribute to: LAHC  
 JV Entered / Posted in SAP by: *MS* 6/30/2015  
 SAP Document number: 101415493

- College or District:

- Enter the location where the JV is prepared, e.g. Harbor/LAHC, West/WLAC

- Doc. date:

- Enter the document preparation or approval date

- Posting date:

- Enter the same date as the Document Date
- If the JV is prepared or approved after the last day of the month, but before the monthly closing deadline, enter the ending date of the month if you would like the JV to be posted for that month
  - Example: If a JV is prepared on 11/5/2015 and you would still like to it to be posted for October, enter 10/31/2015 because the closing deadline for October, 11/12/2015, has not yet passed



4. **Reference:**

- This field should be left blank by the preparer
- Reference numbers will be entered by the Business Office/Administrative Services or District Accounting staff
  - Each location (college or District Office) maintain a sequential JV reference number control log, which is used to account for all JVs generated, not just posted, at the location
  - The number identifies the location, type of transactions (e.g. salary or benefit transfer), period (fiscal year or month), and sequential position of posting
  - Reference numbers for JVs posted at the District Office always start with "AV," followed by a number identifying the posting month, a dash, and a number identifying the sequential posting position, e.g. "AV06-341"
  - Examples:
    - HST15-366: 366<sup>th</sup> salary or benefit transfer JV posted at Harbor College during FY 2014-2015
    - AV06-341: 341<sup>st</sup> JV during June posted at the District Office

5. **Short text:**

- Briefly describe the transaction
- Examples: Transfer Salaries; Transfer Benefits; Correct Expenses
- Limited to **25 characters**

6. **Doc type:**

- Always "SA" for JVs; already entered on template

7. **G/L Account:**

- Enter the general Ledger account

8. **Fund:**

- Enter the appropriate fund number

9. **Cost Center or WBS Element:**

- Enter the **Cost Center** for **unrestricted funds** (e.g. General Fund 10100, Contract Education 10117)
  - Format: **LxxxxA** or **LxxxxB**
    - L: location letter; C, E, H, M, P, S, T, V, W, or D
    - xxxx: 4 digit number for functional area
  - Example: H6270A for the Mathematics Department at Harbor
- Enter the **WBS element** for **restricted funds** (e.g. Harbor Youth Source Program 17281)
  - Format: **FUND-Lxxxx**
  - Example: 17281-H6012
- Use the **exact format, ALL CAPITAL LETTERS**

10. **Business Area:**

- Enter the location of the fund
- Format: **L000**, e.g. H000 for Harbor
- Use **capital letter** and three zeros

**11. Debit Amount:**

- Enter:
  - **Increases in expenses**  
Expenses transferred in
  - **Decreases in income**  
Income transferred out
- Always recorded in the left column
- Positive numbers only
- **Debit entries should always be entered first**

**12. Credit Amount:**

- Enter:
  - **Decreases in expense**  
Expenses transferred out
  - **Increases in income**  
Income transferred in
- Always recorded in the right column
- Positive numbers only
- **Total debit amounts and total credit amounts for a transaction should always equal**

**13. Assignment Number:**

- Limited to **18 characters**
- Enter **personnel number** if transaction involves salaries & benefits
- Enter **purchase order number** (4500xxxxxx) if transaction involves purchase order or contract
- For other types of JVs that refer to previously posted transactions, it is recommended that you enter the **assignment numbers used** on the previous transactions
  - Example: Student grants originally posted under Fund 17281 need to be transferred to another fund; the original transaction is shown below. On the expense transfer JV, enter Assignment Number "AH014."

Doc.Type : KR ( Vendor invoice ) Normal document					
Doc. Number	1900423336	Company Code	1	Fiscal Year	2015
Doc. Date	10/15/2014	Posting Date	10/16/2014	Period	04
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	88707714				
Doc. Currency	USD				

Itm	Account	Account short text	PK	Amount	Cost Ctr	WBS element	Fund	BusA	Assign.	Text
1	7000000	One Time Vendor - Pu	31	100.54-				H000		*LAHC-AH014 F
2	752000	Std Grants	40	100.54		17281-H6012	17281	H000	AH014	
*				0.00						



- If the assignment number used on the previously posted relevant transaction is a date, in the form of YYYYMMDD, e.g. 20160414, it is recommended that you use the **Ref. Doc. number**
  - Example: Mileage originally posted under Fund 17281 needs to be transferred to another fund; the original transaction is shown below. On the expense transfer JV, enter Assignment Number “MH022” instead of the date “20141119.”

Doc.Type : KR ( Vendor invoice ) Normal document									
Doc. Number	1900426073	Company Code	1	Fiscal Year	2015				
Doc. Date	11/18/2014	Posting Date	11/19/2014	Period	05				
Calculate Tax	<input type="checkbox"/>								
Ref.Doc.	MH022								
Doc. Currency	USD								

Itm	Account	Account short text	PK	Amount	Cost Ctr	WBS element	Fund	BusA	Assign.	Text
1	47262	J	31	56.15-				H000		*MILEAGE REIM
2	584100	Mileage	40	56.15		17281-H6012	17281	H000	20141119	
*				0.00						

14. **Text:**

- Enter short description for each line item
- Limited to **50 characters**

15. **Total:**

- Automatically generated for Debit column and Credit column
- **Total in Debit column must equal to the total in Credit column**

16. **JV Prepared by:**

- Enter or print the JV preparer's full name
- JV preparer must sign and date

17. **JV Approved by:**

- Enter or print the JV approver's full name
- JV approver must sign and date
- JV preparer and JV approver cannot be the same person
- Signatures of all involved budget owners are required
  - For example, if the JV includes two funds with different directors, both directors should sign
- For JV approvers: JVs should only be approved if its content and backups indicate that the JV is appropriate and supported; if there are incorrect entries or entries with insufficient documentation, ask for revision or additional documentation, or reject the JV

18. **Distribute to:**

- Enter who should receive a copy of the JV after it is posted
- Use "Location" or "Location – Name" format, e.g. "LAHC," "LAHC – John Doe"
- A copy of a campus JV posted at the District Office will be sent to the campus Business Office

19. **JV Entered / Posted in SAP by:**

- JV posting staff will enter their names in this field



**20. SAP Document number:**

- JV posting staff will enter an identifying number sequentially generated by the SAP system in this field; the number is not specific to any single location



## V. General Ledger (G/L) Accounts

- Six digit number
- **Expense GL**
  - **1xxxxx – 7xxxxx**
  - Normal balance: **debit**
- **Income GL**
  - **8xxxxx**
  - Normal balance: **credit**
- **Salaries: 1xxxxx, 2xxxxx**
  - Examples:
    - 122100: Administration, Regular
    - 239200: Unclassified, Non-Instructional
- **Benefits: 3xxxxx**
  - **392000:**
    - “Distributed Fringe Benefits & Insurances”
    - Used for **unrestricted funds** only (Cost Center only)
  - **395000:**
    - “Employee Benefits – SFP”
    - Used for **SFP/restricted programs** only (WBS only)
  - **395400:**
    - “Attendance Incentive”
    - Rare
- **Supplies and Materials: 4xxxxx**
  - Examples:
    - 422100: Books
    - 452100: Office Supplies
    - 453100: Printing
- **Other Operating Expenses and Services: 5xxxxx**
  - Examples:
    - 562100: Contract – Personal Services
    - 586100: Travel
    - 589000: Other Expense
- **Capital Outlay: 6xxxxx**
  - Examples:
    - 640100: Equipment Expense
    - 642300: Low Value Asset Equipment (valued at \$250 - \$4999)
- **Other Outgoing Expenses: 7xxxxx**
  - Examples:
    - 752000: Student Grants
    - 753000: Student Grants – Books, Supplies, etc.





- **Prior Year Expenses: 970104**  
**Prior Year Income: 970103**
  - Needs Cost Center or WBS



## **VI. Backup Documentation**

- Backups support numbers and descriptions on the JVs
- Required: JVs without backups will not be posted
- All JVs need their own backups
  - If you prepare two JVs based on the same backup, make a copy of the backup and attach one set to each JV
- Depends on the purpose and type of JV, will be discussed in detail in later pages
- You may need help from other departments, e.g. Administrative Services, Payroll to generate the backups

## VII. View Posted JV on SAP

- Example of posted JV on SAP:

Doc.Type : SA ( G/L account document ) Normal document

Doc. Number101415493

Company Code1

Fiscal Year2015

Doc. Date06/25/2015

Posting Date06/30/2015

Period12

Calculate Tax☐

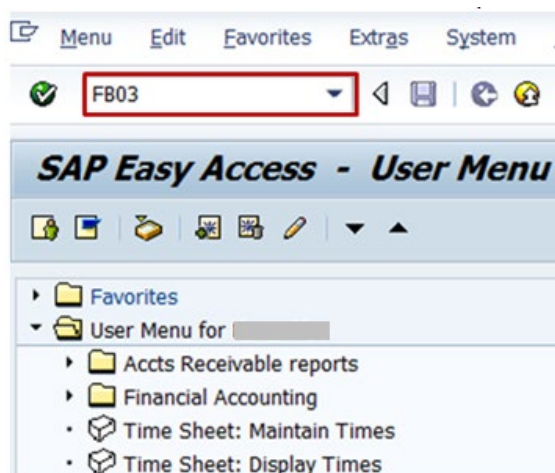
Ref.Doc.AV06-341

Doc. CurrencyUSD

Doc. Hdr TextHST 15-366

Itm	Account	Acct short text	PK	Amount	Cost Ctr	WBS element	Fund	BusA	Assign.	Text
1	395000	Emp Benft-SFP	40	24.74		17281-H6012	17281	H000	10	Unmatched Funds Benefits PP 1-4 - J
2	392000	Distr F/B & Ins	50	24.74-	H1190B		10999	H000	10	Unmatched Funds Benefits PP 1-4 - J
3	395000	Emp Benft-SFP	40	22.26		17281-H6012	17281	H000	10	Unmatched Funds Benefits PP 1-4 - I
4	392000	Distr F/B & Ins	50	22.26-	H1190B		10999	H000	10	Unmatched Funds Benefits PP 1-4 - I
5	395000	Emp Benft-SFP	40	27.83		17281-H6012	17281	H000	10	Unmatched Funds Benefits PP 1-4 - P
6	392000	Distr F/B & Ins	50	27.83-	H1190B		10999	H000	10	Unmatched Funds Benefits PP 1-4 - P
7	395000	Emp Benft-SFP	40	415.92		17281-H6012	17281	H000	10	Unmatched Funds Benefits PP 1-5 L
8	392000	Distr F/B & Ins	50	415.92-	H1190B		10999	H000	10	Unmatched Funds Benefits PP 1-5 L
9	395000	Emp Benft-SFP	40	55.89		17281-H6012	17281	H000	10	Unmatched Funds Benefits PP 5-6 L
10	392000	Distr F/B & Ins	50	55.89-	H1190B		10999	H000	10	Unmatched Funds Benefits PP 5-6 L
11	395000	Emp Benft-SFP	40	983.75		17281-H6012	17281	H000	10	Unmatched Funds Benefits PP 1-3 J
12	392000	Distr F/B & Ins	50	983.75-	H1190B		10999	H000	10	Unmatched Funds Benefits PP 1-3 J
13	395000	Emp Benft-SFP	40	269.72		10425-H6750	10425	H000	10	Unmatched Funds Benefits PP 1 & 5 J
14	392000	Distr F/B & Ins	50	269.72-	H1190B		10999	H000	10	Unmatched Funds Benefits PP 1 & 5 J
*				0.00						

- “Doc Number” = “SAP Document number” written on posted JV by JV posting staff
- “Ref. Doc.” = “Reference” number assigned and written on JV by JV posting staff
- “Doc. Hdr Text” = “Short Text” entered on JV
- “Acct short text”: description of the GL account; automatically generated based on SAP Chart of Accounts
- “Amount”: Debit and Credit Amounts are posted in the same column; **Credit Amounts** have “-” attached
- Method 1: With a SAP Document Number (usually obtained from posted JV)
  - Use **Display Document** screen (SAP transaction code: FB03)
  - 1. Enter FB03 in the Command Field and press Enter:



2. Enter the SAP Document Number and Fiscal Year, press Enter:

**Display Document: Initial Screen**

Document List First Item Editing Options

Keys for Entry View

Document Number	101407048
Company Code	1
Fiscal Year	2015

3. The posted JV is displayed immediately:

**Document Overview - Display**

Choose Save Tax data

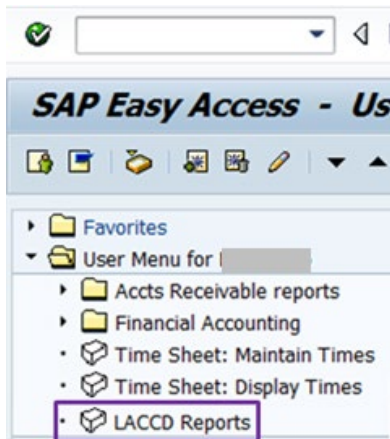
Doc.Type : SA ( G/L account document ) Normal document

Doc. Number	101407048	Company Code	1	Fiscal Year	2015
Doc. Date	04/13/2015	Posting Date	04/13/2015	Period	10
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	HST15-166				
Doc. Currency	USD	Reversed by	101411599 / 2015		
Doc. Hdr Text	Sal transfer				

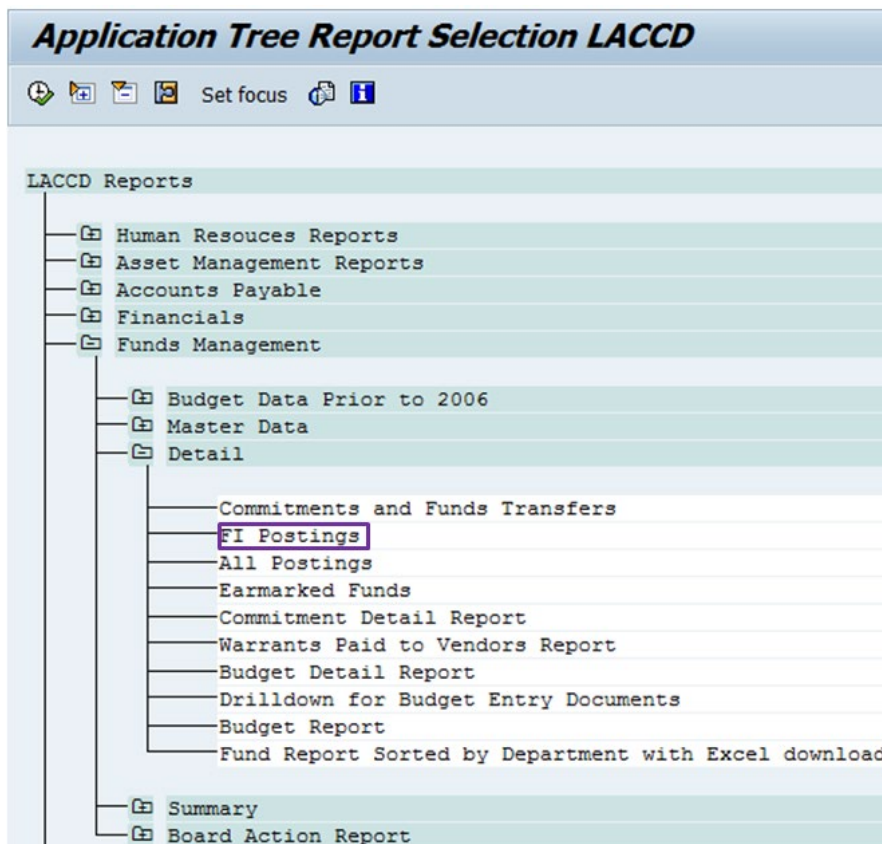
Item	Account	Short text	PK	Amount	Cost Ctr	WBS element	Fund	BusA	Assign.	Text
1	122100	Admin, Regular	40	3,506.68		17281-H6012	17281	H000	10	Sal transfer PP2015-0109
2	122100	Admin, Regular	50	3,506.68-	H1190A		10100	H000	10	Sal transfer PP2015-0109
*				0.00						

- Note that this document was reversed
- If there is a problem or mistake with a posted JV, contact the posting staff with the document number to coordinate reversal and re-posting

- Method 2: Without a SAP Posting Document Number
  - Use **FI Postings** screen (SAP transaction code: FMRP\_RFFMEP1FX)
    1. Double click on “LACCD Reports” (SAP transaction code: ZLAC) under User Menu:



2. Double click on “FI Postings” under “Funds Management” “Detail”:



3. On the FI Postings selection screen, enter:
  - 1) Fund:
    - Enter the fund number in the first field
  - 2) Funds Center:
    - Enter the WBS or Cost Center in the first field if necessary to reduce the number of irrelevant results
    - Do not need to enter if a fund number is only active at one location and only has one WBS
  - 3) Commitment Item:
    - Enter the GL account number in the first field
  - 4) Fiscal Year/Period:
    - Enter the current fiscal year, e.g. 2016, in the two fields
    - Enter the number corresponding to the posting period in the two fields
      - Each fiscal year has 16 periods:
      - Period 1 = July
      - Period 2 = August
      - ...
      - Period 12 = June
      - Period 13-16 = June 30, for 4 fiscal year closing periods
  - 5) Maximum No. of Hits:
    - Number of entries generated
    - The default number is 500, which is generally sufficient, but you can delete the number to ensure all entries are generated if you think 500 may be insufficient
  - Press Execute

**FI Postings: Individual Items According to Document Num**

Classification Data Sources

Financial Management Area

FM Area 1

FM Account Assignment

Grant to

Fund 17281 to

Funds Center to

Key Date 10/28/2015

Commitment Item 239200 to

Variant 000

Functional Area to

Funded Program to

☐ Superior FMAAs

☐ Subord. acct assgmts

Commitments/Actuals

Fiscal Year/Period 2015 1 to 2015 16

Optimization of database access

Maximum No. of Hits 500

4. The FI Postings entries are displayed:



## FI Postings: Individual Items According to Document Number

**FM Area** 1  
**Year Commitment Item**  
**Commitment Item** 122100  
**Funds Center**  
**Fund** 17281  
**Layout** /SFPFI  
**User** YAOXX  
**Date/Time** 10/28/2015 09:04:47

RefDocNo	Item	FM pstg d.	Σ	Pymt Bdgt	Funds Center	Text	Fund	Cmmt Item	G/L Acc	Pred.DT	Prd.doc.no	Vendor	Stat.Ind.	Year
101403132	1	01/14/2015		3,565.31	17281-H6012	S Q1 and Q2	17281	122100	122100					2015
101403132			*	<b>3,565.31</b>										
101407048	1	04/13/2015		3,506.68	17281-H6012	S PP2015-0109	17281	122100	122100					2015
101407048			*	<b>3,506.68</b>										
101410166	1	04/28/2015		1,782.65	17281-H6012	S Q3 Sal 5%	17281	122100	122100					2015
101410166			*	<b>1,782.65</b>										
101411599	1	04/13/2015		3,506.68	17281-H6012	S PP2015-0109	17281	122100	122100					2015
101411599			*	<b>3,506.68</b>										
101415073	2	06/29/2015		9,210.59	17281-H6012	S PP2015_12	17281	122100	122100					2015
101415073			*	<b>9,210.59</b>										
101415095	1	06/29/2015		1,782.65	17281-H6012	S PP2015_10-12	17281	122100	122100					2015
101415095			*	<b>1,782.65</b>										
7300097297	269	10/31/2014		32,776.64	17281-H6012	Payroll Items Posting Date 10/31/14	17281	122100	122100					2015
7300097297			*	<b>32,776.64</b>										
7300098228	287	11/30/2014		8,194.16	17281-H6012	Payroll Items Posting Date 11/30/14	17281	122100	122100					2015
7300098228			*	<b>8,194.16</b>										
7300098502	543	12/31/2014		12,279.62	17281-H6012	Payroll Items Posting Date 12/31/14	17281	122100	122100					2015

## 5. Check if the entry in question is listed

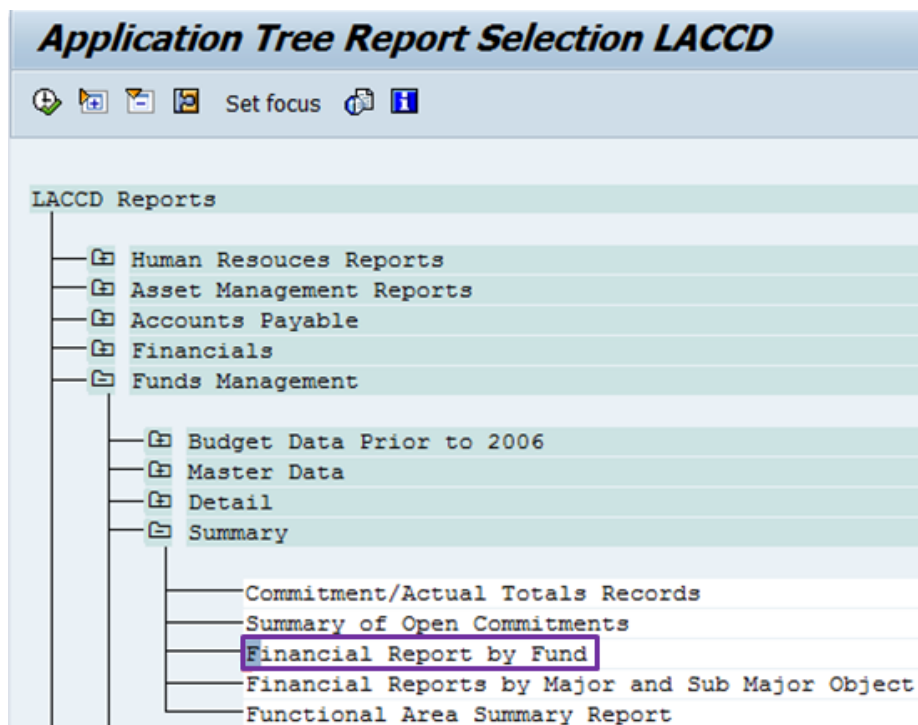
- Reference Document Numbers ("RefDocNo") for JVs always start with "10"
- Entries with Reference Document Numbers "73..." are automatic payroll postings
- Numbers with "-" attached are credits, which decrease expenses and increase income
- You can double click on the entry to view the posted JV

## VIII. Salaries & Benefits IVs

- Salaries GLs: 1xxxxx – 2xxxxx
- Benefits GLs: 3xxxxx; 395000 for restricted funds, 392000 for unrestricted funds

### Before IV Preparation

- Check that the **debit fund was active for the JV pay period**
  - Example: If a fund is active from 7/1/2015 to 6/30/2016, June 2015 salaries cannot be posted under the fund
- Check that **postings are allowed under the debit fund and the GL**
  - Make sure the **expenses are allowable**: grants often limit the type and amount of salaries that can be charged, e.g. no tutors' salaries, limit on executive salaries
  - If the fund has ended and the final report is done, no more expenses, even if valid, can be posted; if posted, these expenses will be considered deficits because no corresponding income will be collected
  - Check for **sufficient fund balance** under the debit fund
    - SAP screen: **Financial Report by Fund** (SAP transaction code: ZFR40)
      - 1) Double click on "LACCD Reports" under User Menu
      - 2) Double click on "Financial Report by Fund" under "Funds Management" "Summary":







- 3) On the Financial Report by Fund selection screen, enter:
  - (1) Fund
    - Enter the fund number in the first field
  - (2) Funds Center:
    - Enter the WBS or Cost Center if multiple campuses have the same fund number
    - If the fund has multiple WBSs, make sure to include all WBSs
    - You can use the wildcard "\*" to shorten the entry, e.g. instead of entering "77039-H6960," you can enter "77039-H\*" or simply "\*H\*" to restrict the results to Harbor only
  - (3) Commitment/Actuals Fiscal Year/Period:
    - Enter the current fiscal year, e.g. 2016, in the two fiscal year fields
    - Enter "1" and "16" in the two posting period fields
  - (4) Budget Fiscal Year:
    - Enter the current fiscal year, e.g. 2016
- Press Execute

Financial Report by Fund			
Classification Data Sources			
Financial Management Area			
FM Area	1	to	
FM Account Assignment			
Grant			or Group
Fund	17281	to	
Funds Center		to	
Key Date	10/21/2015		
Commitment Item		to	
Variant	000		
Functional Area		to	
Funded Program		to	
<input type="checkbox"/> Superior FMAAs			
<input type="checkbox"/> Subord. acct assgmts			
<input type="checkbox"/> Hierarchical sequence			
<input checked="" type="checkbox"/> Only MD Posted To			
Commitments/Actuals			
Fiscal Year/Period	2015 1	to	2015 16
Budget			
Version	0	to	
Fiscal Year	2015	to	



- Sample Budget Report by Fund:

<b>Financial Report by Fund</b>						
<p>Los Angeles Community College District            Budget Report By Fund            Period: July 1, 2014 - June 30, 2015            FM Area: 1</p>						
<p>Report No. FR0040            Run On 11/05/2015 10:50:41</p>						
<p>Fund 17281 Harbor YouthSource S</p>						
Commit Item (G/L)Account	Description	Budget	Commitment	Actual	Balance	Rem Bud %
Fund Center: 17281-H0000 Revenue/Fund Info. Func Area: 0000						
822000	Wk Inv Act-JTPA	803,160.00	0.00	559,742.99	243,417.01	30
Total:17281-H0000		803,160.00	0.00	559,742.99	243,417.01	30
Fund Center: 17281-H6012 Vocational Education Func Area: 6010						
122100	Admin- Regular	103,215.00	0.00	105,762.94	2,547.94-	0
125100	Counselor- Reg	83,150.00	0.00	91,164.00	8,014.00-	0
141500	Instr- NT- Hrly	725.00	0.00	1,420.38	695.38-	0
213100	Off & Clrk- Reg	80,966.00	0.00	47,378.19	33,587.81	41
239200	Unclass-Non Inst	53,777.00	0.00	67,646.18	13,869.18-	0
239300	Unclass-Prof Expt	85,280.00	0.00	89,985.00	4,705.00-	0
249200	Unclassified- Instr	9,000.00	0.00	8,013.73	986.27	11
395000	Emp Ben-SFP	156,102.00	0.00	86,491.77	69,610.23	45
422100	Books	9,023.00	0.00	2,220.82	6,802.18	75
442000	Inst Media Matl	0.00	0.00	0.00	0.00	0
452100	Office Supplies	2,675.00	0.00	2,670.37	4.63	0
453100	Printing	5,426.00	0.00	4,925.38	500.62	9
562100	Contrat-Personal Svs	2,350.00	0.00	2,350.00	0.00	0
563200	Rent - Software	9,751.00	0.00	2,751.00	7,000.00	72
569400	Contract-Other	100,470.00	0.00	0.00	100,470.00	100
584100	Mileage	2,488.00	0.00	2,444.10	43.90	2
586100	Travel	400.00	0.00	400.00	0.00	0
589500	Adm Support-SFP	30,780.00	0.00	21,528.58	9,251.42	30
642300	LoValue Asset Equip	2,800.00	0.00	0.00	2,800.00	100
752000	Std Grant	15,358.00	0.00	15,357.79	0.21	0
760100	Oth Pay to Student	49,424.00	0.00	7,232.76	42,191.24	85
Total:17281-H6012		803,160.00	0.00	559,742.99	243,417.01	30
Total by Business Area: H000		1,606,320.00	0.00	1,119,485.98	486,834.02	30
Total Fund 17281 Harbor YouthS		1,606,320.00	0.00	1,119,485.98	486,834.02	30

- Check the balance under the **expense WBSs** only, do not use the balance for “Total by Business Area” or “Total Fund” if the income WBS (e.g. 17281-H0000) is also included
- Check the **“Balance”** column, not the “Budget” column
- If there is insufficient balance, the JV cannot be posted unless the amounts are adjusted or other expenses are transferred out
- Check the credit fund and GL for exact and accurate transfer amount
  - Check the SAP Financial Report by Fund and FI Postings screens to make sure that the JV hasn’t already been done and posted, and make adjustments to the JV amount to reflect all previous postings
  - Accountants have received JVs transferring out more expenses than what were actually posted

## IV Preparation

- JV Components:
  - Short Text:
    - Examples: Transfer Salaries; Transfer Benefits; Correct Salaries
  - Assignment Number:
    - Enter **Personnel Number** (not Person ID)
      - Person ID and Personnel Number may differ—an employee only has one Person ID but can have different Personnel Numbers associated with different assignments/positions:

Person ID	Last/First Name	PersNo.	Position	For-per...	Period	WT	Cost Ctr	G/L Acc	JobClsCode	Short Text	WBS Elem.	Fund	Σ	Amount
79	M	102	82006827	201503	201503	100A	S1070A	121100	A0756	Inst,Non-Teach,Reg		10100		4,775.00
79	M	102	82006827	201503	201503	103A	S1070A	121100	A0756	Inst,Non-Teach,Reg		10100		309.00
79	M	90	80999997	201503	201503	110A	S1090A	131500	A0811	Instructor,Hrly-Fall		10100		1,710.48
79	M	90	80999997	201503	201503	111A	S1090A	131500	A0811	Instructor,Hrly-Fall		10100		43.44
79	M	90	80999997	201503	201503	11YA	S1090A	131500	A0811	Instructor,Hrly-Fall		10100		74.64
79	M	79	80005435	201503	201503	100A	S1090B	111100	A0741	Instructor,Regular		10106		4,775.00
													Σ	11,687.56

- Using the Personnel Number helps with identification and may simplify the calculation
- Text:
  - Enter:
    - **Full employee name**
    - **Pay period**
    - **Percentage of pay** if applicable
- Minimize the number of JVs if possible
  - Multiple staff, pay periods, and funds can appear on the same JV
  - Must use separate entries for different staff and positions

## Related Salaries & Benefits

- Salaries JVs should be accompanied by benefits JVs if benefits were paid, and vice versa
  - Same for overtime salaries JVs
  - SFP accountants who are reviewing benefits JVs will check whether corresponding salaries JVs are posted
- Enter salaries and benefits transactions on separate JVs
  - In general, campus staff post salaries JVs, and District Office staff post benefits JVs
- Related salaries & benefits JVs should be posted in the same month
- Percentages used for partial salaries and benefits transfers should be consistent
  - Example: Transfer of 50% of John Doe's posted October 2015 salaries from Fund 11110 to Fund 11111 must be accompanied by transfer of 50% of his posted benefits



## Backups

- Backups need to show:
  - Employee name
  - Personnel Number
  - Pay period
  - Fund
  - Fund center
  - Salaries/benefits GL
  - Amount
- Always use the Personnel Number instead of Person ID when requesting or generating payroll records to ensure proper backups are produced
- SAP payroll records
  - Printed **HR to FI Posting Details**:

### Los Angeles Community College - HR/FI Posting Details

Run Date 10/22/2015  
 Fiscal year = 2015;  
 Posting date = 11/01/2014 Fund 11/30/2014;  
 Personnel number = 010

Person ID	Last/1stNam	PerNo	Position	For-Period	Period	WT	Cost Ctr	S/L	JobClsCode	Short Text	WBS Elem	Fund	Amount
10		104	82016286	201505	201505	1000		213100	C5999	Off & Clrk, Reg	17281-H6012	17281	3,025.18
10		104	82016286	201505	201505	1140		213100	C5999	Off & Clrk, Reg	17281-H6012	17281	46.66
10		104	82016286	201505	201505	1700		213100	C5999	Off & Clrk, Reg	17281-H6012	17281	0.00
10		104	82016286	201505	201505	1850		213100	C5999	Off & Clrk, Reg	17281-H6012	17281	0.00
10		104	82016286	201505	201505	9502		322000	C5999	PERS-Classified	17281-H6012	17281	361.58
10		104	82016286	201505	201505	9404		332000	C5999	Soc Sec-Clafd Emp	17281-H6012	17281	190.45
10		104	82016286	201505	201505	9406		340100	C5999	Medicare Coverage	17281-H6012	17281	44.54
10		104	82016286	201505	201505	9046		344000	C5999	Med/Hosp-Activ Emp	17281-H6012	17281	602.80
10		104	82016286	201505	201505	9071		344300	C5999	HRA-ACTIVE EMP	17281-H6012	17281	125.00
10		104	82016286	201505	201505	9410		352000	C5999	ST UN Ins-Other	17281-H6012	17281	1.53
10		104	82016286	201505	201505	9023		391000	C5999	Life Insurance	17281-H6012	17281	6.10
10		104	82016286	201505	201505	9006		922006	C5999	Def Contrit-DELTA	17281-H6012	17281	55.32
10		104	82016286	201505	201505	9031		922007	C5999	Def Contrit-VISION	17281-H6012	17281	11.02
													4,470.18

- Exported **HR to FI Posting Details**:

Person ID	Last name First name	Personnel number	Position	For- period payroll	Posting period	Wage Type	Cost Center	G/L Account	Job Class Code	Short Text	WBS Element	Fund	Amount
1011111	Doe, John	1041111	82016286	201505	201505	1000		213100	C5999	Off & Clrk, Reg	17281-H6012	17281	3,025.18
1011111	Doe, John	1041111	82016286	201505	201505	1140		213100	C5999	Off & Clrk, Reg	17281-H6012	17281	46.66
1011111	Doe, John	1041111	82016286	201505	201505	1700		213100	C5999	Off & Clrk, Reg	17281-H6012	17281	0.00
1011111	Doe, John	1041111	82016286	201505	201505	1850		213100	C5999	Off & Clrk, Reg	17281-H6012	17281	0.00
1011111	Doe, John	1041111	82016286	201505	201505	9502		322000	C5999	PERS-Classified	17281-H6012	17281	361.58
1011111	Doe, John	1041111	82016286	201505	201505	9404		332000	C5999	Soc Sec-Clafd Emp	17281-H6012	17281	190.45
1011111	Doe, John	1041111	82016286	201505	201505	9406		340100	C5999	Medicare Coverage	17281-H6012	17281	44.54
1011111	Doe, John	1041111	82016286	201505	201505	9046		344000	C5999	Med/Hosp-Activ Emp	17281-H6012	17281	602.80
1011111	Doe, John	1041111	82016286	201505	201505	9071		344300	C5999	HRA-ACTIVE EMP	17281-H6012	17281	125.00
1011111	Doe, John	1041111	82016286	201505	201505	9410		352000	C5999	ST UN Ins-Other	17281-H6012	17281	1.53
1011111	Doe, John	1041111	82016286	201505	201505	9023		391000	C5999	Life Insurance	17281-H6012	17281	6.10
1011111	Doe, John	1041111	82016286	201505	201505	9006		922006	C5999	Def Contrit-DELTA	17281-H6012	17281	55.32
1011111	Doe, John	1041111	82016286	201505	201505	9031		922007	C5999	Def Contrit-VISION	17281-H6012	17281	11.02
													4,470.18

- Note that multiple benefits GLs are used on HR to FI Postings, but these various line items are aggregated, and only GL 395000 or 392000 are used on the budget report and FI Postings; therefore **all the benefit line items should be aggregated, and only GL 395000 and 392000 should be used on JVs**



- **WebFocus SDD Reports**

- **Salaries report:**

**INPUT FILE: ZFHR0050\_MTEMPSDA\_NOV\_2014.TXT**  
**Run Date: 10/22/15**

EMP_NO	POSITION	INITIALS	LAST_NAME	FISCAL YR	HR PAY PERIOD	BUS AREA	FUND	FUND CTR	GL	CLASS CODE	PSA	EG	ESG	RATE PER	GROSS PERSON ID
01041111	82016286	J	Doe	2015	09	H000	17281	17281-H6012	213100	C5999	CTA3	S	S2	1535.92 SM	1535.92 01011111
01041111	82016286	J	Doe	2015	10	H000	17281	17281-H6012	213100	C5999	CTA3	S	S2	1535.92 SM	1535.92 01011111

- **Statutory Benefits report (modified to fit on one page):**

**INPUT FILE: ZFHR0020-NOV2014.TXT**  
**Run Date: 10/22/15**

BUS AREA	EMP ID	POSITION	INITIALS	LAST NAME	GL	FUND	WBS	CLASS	STRS	PERS	PARS	OASDHI	MEDICARE	ST UNEMP	TOTAL
H000	1041111	82016286	J	Doe	395000	17281	17281-H6012	C5999	.00	361.58	.00	190.45	44.54	1.53	598.10

- **Board Paid Benefits report (modified to fit on one page):**

**INPUT FILE: ZFHR0010-NOV2014.TXT**  
**Run Date: 10/22/15**

BUS AREA	EMPLOYEE ID	POSITION	INITIALS	LAST NAME	GL	FUND	WBS	CLASS	MEDICAL	DENTAL	VISION	LIFE	HRA	TOTAL
H000	1041111	82016286	J	Doe	395000	17281	17281-H6012	C5999	602.80	55.32	11.02	6.10	125.00	800.24

- Note that Employee Number or Employee ID on SDD reports are equivalent to Personnel Numbers, and should be used on JVs instead of Person ID

- The totals of all three SDD Reports added together equal to the total on the HR to FI Postings report

- Attach timesheets to indicate the hours worked if necessary
- Limit the backups to only relevant information if possible; highlight the relevant information
- Separate salaries and benefits information if possible
- Include the calculations of how the JV amounts are derived, especially for partial transfers (e.g. basis and percentage used)



## Practice: Prepare Salary & Benefit Transfer JVs

### Hypothetical:

Jason Doe at Harbor College spent 50% of his time during November 2014 working for Fund 17281 (WBS: 17281-H6012), but his salaries and benefits were posted under Unmatched Fund 10999 (Cost Center H1190B). The SFP Technician John Doe is preparing the JVs on 1/3/2015 and wants the JV to be posted for December 2014.

Please prepare the salary transfer and benefit transfer JVs.

1. Check that the postings are allowed:
  - Fund 17281 was active in November 2014
  - The type and amount of expenses are allowed
    - Jason Doe's salaries cannot be charged under Fund 17281 if they are not allowed under the grant contract or regulation, even though he did work for the grant
  - There are sufficient fund balance under Fund 17281

2. Obtain posted payroll record
  - Exported SAP Payroll record:

Person ID	Last, First	Personnel No	Position	For-period payroll	Posting period	Wage Type	Cost Center	G/L Account	Class Code	Short Text	Fund	Amount
1010000	Doe, Jason	1012347	82017331	201505	201505	150A	H1190B	141500	A0809	Instr, NT, Hrly	10999	696.13
1010000	Doe, Jason	1012347	82017331	201505	201506	150A	H1190B	141500	A0809	Instr, NT, Hrly	10999	11.25
1010000	Doe, Jason	1012347	82017331	201505	201505	9522	H1190B	311000	A0809	STRS-Cert Emp	10999	43.28
1010000	Doe, Jason	1012347	82017331	201505	201506	9522	H1190B	311000	A0809	STRS-Cert Emp	10999	0.25
1010000	Doe, Jason	1012347	82017331	201505	201505	9406	H1190B	340100	A0809	Medicare Coverage	10999	10.09
1010000	Doe, Jason	1012347	82017331	201505	201505	9410	H1190B	352000	A0809	ST UN Ins-Other	10999	0.35
												761.35

3. Calculate the JV amounts

- 1) Calculate sum of salaries and benefits separately:

Person ID	Last, First	Personnel No	Position	For-period payroll	Posting period	Wage Type	Cost Center	G/L Account	Class Code	Short Text	Fund	Amount	Sum
1010000	Doe, Jason	1012347	82017331	201505	201505	150A	H1190B	141500	A0809	Instr, NT, Hrly	10999	696.13	
1010000	Doe, Jason	1012347	82017331	201505	201506	150A	H1190B	141500	A0809	Instr, NT, Hrly	10999	11.25	707.38
1010000	Doe, Jason	1012347	82017331	201505	201505	9522	H1190B	311000	A0809	STRS-Cert Emp	10999	43.28	
1010000	Doe, Jason	1012347	82017331	201505	201506	9522	H1190B	311000	A0809	STRS-Cert Emp	10999	0.25	
1010000	Doe, Jason	1012347	82017331	201505	201505	9406	H1190B	340100	A0809	Medicare Coverage	10999	10.09	
1010000	Doe, Jason	1012347	82017331	201505	201505	9410	H1190B	352000	A0809	ST UN Ins-Other	10999	0.35	53.97
												761.35	761.35

- 2) Calculate 50% of salaries and benefits:

Person ID	Last, First	Personnel No	Position	For-period payroll	Posting period	Wage Type	Cost Center	G/L Account	Class Code	Short Text	Fund	Amount	Sum	50%
1010000	Doe, Jason	1012347	82017331	201505	201505	150A	H1190B	141500	A0809	Instr, NT, Hrly	10999	696.13		
1010000	Doe, Jason	1012347	82017331	201505	201506	150A	H1190B	141500	A0809	Instr, NT, Hrly	10999	11.25	707.38	353.69
1010000	Doe, Jason	1012347	82017331	201505	201505	9522	H1190B	311000	A0809	STRS-Cert Emp	10999	43.28		
1010000	Doe, Jason	1012347	82017331	201505	201506	9522	H1190B	311000	A0809	STRS-Cert Emp	10999	0.25		
1010000	Doe, Jason	1012347	82017331	201505	201505	9406	H1190B	340100	A0809	Medicare Coverage	10999	10.09		
1010000	Doe, Jason	1012347	82017331	201505	201505	9410	H1190B	352000	A0809	ST UN Ins-Other	10999	0.35	53.97	26.99
												761.35	761.35	380.68



## 4. Prepare separate salary and benefit transfer JVs

## 1) Sample Salary Transfer JV:

College or District Harbor

## SAP G/L Account Document Header Data

Doc. date 12/31/14  
 Posting date 12/31/14  
 Reference \_\_\_\_\_  
 Short text Transfer Unm Salaries  
 Doc. type SA

## SAP G/L Account Document Line Item Data

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
141500	353.69		17281-H6012	17281	H000	1012347	Jason Doe, PP 201505 (November 2014), 50%
141500		353.69	H1190B	10999	H000	1012347	Jason Doe, PP 201505 (November 2014), 50%
Total	\$ 353.69	\$ 353.69					

JV Prepared by: John Doe 1/3/2015  
 JV Approved by: Jane Doe  
 Distribute to: LAHC

- Note that the Document Date and Posting Date used are 12/31/2014, since the December monthly closing deadline had not passed at the time
- Short Text "Transfer Unm Salaries" is kept short so that all text can be posted
- The Personnel Number, not Person ID, is entered under Assignment Number
- Full employee name, pay period, and percentage are entered under Text

## 2) Sample Benefit Transfer JV:

College or District Harbor

## SAP G/L Account Document Header Data

Doc. date 12/31/14  
 Posting date 12/31/14  
 Reference \_\_\_\_\_  
 Short text Transfer Unm Benefits  
 Doc. type SA

## SAP G/L Account Document Line Item Data

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
395000	26.99		17281-H6012	17281	H000	1012347	Jason Doe, PP 201505 (November 2014), 50%
392000		26.99	H1190B	10999	H000	1012347	Jason Doe, PP 201505 (November 2014), 50%
Total	\$ 26.99	\$ 26.99					

JV Prepared by: John Doe 1/3/2015  
 JV Approved by: Jane Doe  
 Distribute to: LAHC



5. Send the JVs with backups to the JV approvers for signature
  6. Send both signed JVs with backups to the Business Office or Administrative Services for posting
    - Business Office/Administrative Services staff will assign control numbers to both JVs, post the salary transfer JV on campus, and courier the benefit transfer JV to the District Office for posting
  7. After the benefit transfer JV is reviewed the SFP accountant, approved by the accounting manager, and posted, a copy is sent back to the campus Business Office for record keeping.
- Sample Posted Benefit Transfer JV:

Jason Doe Benefit JV Sample

Journal Voucher - Auto Posting

Click the hyperlink below for the instructions to this form:  
[Journal\\_Voucher\\_Instructions.doc](#)

College or District Harbor

## SAP G/L Account Document Header Data

Doc. date 12/31/14  
 Posting date 12/31/14  
 Reference HST 15-100 AV 12-314  
 Short text Transfer Unm Benefits  
 Doc. type SA

## SAP G/L Account Document Line Item Data

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
395000	26.99		17281-H6012	17281	H000	1012347	Jason Doe, PP 201505 (November 2014), 50%
392000		26.99	H1190B	10999	H000	1012347	Jason Doe, PP 201505 (November 2014), 50%
Total	\$ 26.99	\$ 26.99					

JV Prepared by: John Doe John Doe 1/3/2015  
 JV Approved by: Jane Doe Jane Doe 1/4/15 Jackson Kuo 1/8/15  
 Distribute to: LAHC KAREN  
 JV Entered / Posted in SAP by: MQ 1/9/15  
 SAP Document number: 101415493

- 1) John Doe the preparer signed the JV on 1/3/2015.
- 2) Jane Doe the supervisor signed and dated the JV on 1/4/2015.
- 3) The JV was sent to the Business Office to assign a campus reference number: HST15-100.
- 4) A Business Office staff sent the benefit transfer JV to the District Office.
- 5) SFP accountant Karen Yao reviewed the JV, initialed, and added her name to the "Distribute to" list.
- 6) District Office Accounting Manager Jackson Kuo approved the JV for posting on 1/8/2015.
- 7) A data entry staff MQ assigned a District reference number: AV12-314 and posted the JV on 1/9/2015. The document number of the posted JV on SAP is #101415493.



## **Practice: Calculate Salary & Benefit Amounts**

### Hypothetical:

Fund 17281 has balance of \$1250 left. Jane Doe (Personnel No: 1111111) worked for Fund 17281 (WBS: 17281-H6012) during the months of May and June 2015, but her salaries (GL 122100) and benefits were charged to Fund 10100, Cost Center H1190A. Jane's monthly salaries are \$2000 and benefits are \$500.

Please prepare the JV journal entries only.

- Method 1: Transfer only May or June 2015 salaries & benefits (in this example, we use May 2015 salaries & benefits only)

1. Calculate the total salaries and benefits:

Salaries:	\$2,000
Benefits:	\$500
Grand Total:	\$2,500

2. Divide the fund balance amount by the grand total to obtain the percentage to use:

$$\frac{\$1250}{\$2500} = 50\%$$

3. Multiply the salary total and benefit total by the percentage, respectively, to obtain the JV amounts:

Salary:	\$2000 × 50%	=	\$1000
Benefits:	\$500 × 50%	=	\$250

- Sample journal entries:

G/L Account	Debit Amount	Credit Amount	Cost Center WBS Element	Fund	Business Area	Assignment Number	Text
122100	1,000.00		17281-H6012	17281	H000	1111111	Jane Doe, May 2015 Salaries, 50%
122100		1,000.00	H 1190A	10100	H000	1111111	Jane Doe, May 2015 Salaries, 50%

G/L Account	Debit Amount	Credit Amount	Cost Center WBS Element	Fund	Business Area	Assignment Number	Text
395000	250.00		17281-H6012	17281	H000	1111111	Jane Doe, May 2015 Benefits, 50%
392000		250.00	H 1190A	10100	H000	1111111	Jane Doe, May 2015 Benefits, 50%

- Note that the payroll period (May 2015) and percentage used (50%) are included under Text



- Method 2: Transfer both May and June 2015 salaries and benefits

- Calculate the total salaries and benefits:

Salaries:       \$4,000  
Benefits:       \$1,000  
Grand Total:   \$5,000

- Divide the fund balance amount by the grand total to obtain the percentage to use:

$$\frac{\$1250}{\$5000} = 25\%$$

- Multiply the salary total and benefit total by the percentage, respectively, to obtain the JV amounts:

Salary:       \$4000 × 25% = \$1000  
Benefits:     \$1000 × 25% = \$250

- Sample journal entries:

G/L Account	Debit Amount	Credit Amount	Cost Center WBS Element	Business Fund	Area	Assignment Number	Text
122100	1,000.00		17281-H6012	17281	H000	1111111	Jane Doe, May - June 2015 Salaries, 25%
122100		1,000.00	H 1190A	10100	H000	1111111	Jane Doe, May - June 2015 Salaries, 25%

G/L Account	Debit Amount	Credit Amount	Cost Center WBS Element	Business Fund	Area	Assignment Number	Text
395000	250.00		17281-H6012	17281	H000	1111111	Jane Doe, May - June 2015 Benefits, 25%
392000		250.00	H 1190A	10100	H000	1111111	Jane Doe, May - June 2015 Benefits, 25%

- Note that the payroll period (May - June 2015) and percentage used (25%) are included under Text

## IX. Year-End Salary & Benefit Accruals and Unmatched Salaries & Benefits JVs

### Year-End Salary & Benefit Accruals

- Salary and benefit accruals:
  - Posted before the end of the fiscal year
  - Record salaries and benefits earned by employees but not yet paid to them by year-end (6/30)
- Payroll expenses are recorded under the ending fiscal year, and salaries payable are set up
  - Salary & benefit GLs are debited
  - Net Salary Payable GL 951014 is credited
- Salaries & benefits accruals are posted through the payroll system or accrual JVs
  - FI Postings line items for accruals posted through the payroll system:

#### FI Postings: Individual Items According to Document Number

**FM Area** 1  
**Year Commitment Item**  
**Commitment Item** 100000 to 399999  
**Funds Center** \*H\*  
**Fund** 10582  
**Layout** /SFPFI  
  
**User** YAOXX  
**Date/Time** 11/07/2015 12:21:12

RefDocNo	Item	FM pstg d.	Σ	Pymt Bdgt	Funds Center	Text	Fund	Cmmt Item	G/L Acc
101417889	23	06/30/2015		474.74	10582-H6012	YE SAL ACCR Emp# 100000	10582	141500	141500
	24	06/30/2015		540.27	10582-H6012	YE SAL ACCR Emp# 100000	10582	239200	239200
101417889				<b>1,015.01</b>					
101417893	388	06/30/2015		92.64	10582-H6012	YE Ben Accrual Emp# 100000	10582	395000	395000
101417893				<b>92.64</b>					
				<b>1,107.65</b>					

- Text usually starts with "YE SAL ACCR Emp#..."
- The posting date the last day of the fiscal year, e.g. 6/30/2015.

- FI Postings line item for accruals posted through a JV:

#### FI Postings: Individual Items According to Document Number

**FM Area** 1  
**Year Commitment Item**  
**Commitment Item** 100000 to 399999  
**Funds Center** \*E6409  
**Fund** 10433  
**Layout** /SFPFI  
  
**User** YAOXX  
**Date/Time** 11/11/2015 12:27:56

RefDocNo	Item	FM pstg d.	Σ	Pymt Bdgt	Funds Center	Text	Fund	Cmmt Item	G/L Acc
101419724	10	06/30/2015		4,635.20	10433-E6409	12-2015 M...	10433	141500	141500
				<b>4,635.20</b>					



- Posted salary accrual JV:

Doc.Type : SA ( G/L account document ) Normal document					
Doc. Number	101419724	Company Code	1	Fiscal Year	2015
Doc. Date	06/30/2015	Posting Date	06/30/2015	Period	14
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	AV06-1468A				
Doc. Currency	USD	Reversed by	101420692 / 2016		
Doc. Hdr Text	to accrue salaries not pa				

Itm	Account	Account short text	PK	Amount	Cost Ctr	WBS element	Fund	BusA	Assign.	Text
1	141700	Instr, NT, Ext As	40	949.48	E7600A		10100	E000	101	12-2015 J
2	951014	Net Salary Payable	50	949.48-			10100	E000	201	
3	141500	Instr, NT, Hrly	40	1,898.96		10420-E6410	10420	E000	100	12-2015 H
4	141500	Instr, NT, Hrly	40	1,898.96		10420-E6410	10420	E000	101	12-2015 S
5	951014	Net Salary Payable	50	3,797.92-			10420	E000	201	
6	145700	Counselor,Ext Ass	40	926.31		10430-E6404	10430	E000	105	12-2015 M
7	145700	Counselor,Ext Ass	40	542.56		10430-E6404	10430	E000	103	12-2015 M
8	145700	Counselor,Ext Ass	40	956.64		10430-E6404	10430	E000	103	12-2015 V
9	951014	Net Salary Payable	50	2,425.51-			10430	E000	201	
10	141500	Instr, NT, Hrly	40	4,635.20		10433-E6409	10433	E000	105	12-2015 M
11	951014	Net Salary Payable	50	4,635.20-			10433	E000	201	
12	141500	Instr, NT, Hrly	40	949.48		18294-E6012	18294	E000	104	12-2015 O
13	951014	Net Salary Payable	50	949.48-			18294	E000	201	
14	147700	Child Dev,Ext As	40	5,696.88		77037-E6962	77037	E000	100	12-2015 K
15	147700	Child Dev,Ext As	40	5,696.88		77037-E6962	77037	E000	100	12-2015 G
16	147700	Child Dev,Ext As	40	5,696.88		77037-E6962	77037	E000	100	12-2015 C
17	147700	Child Dev,Ext As	40	5,696.88		77037-E6962	77037	E000	100	12-2015 J
18	147700	Child Dev,Ext As	40	5,696.88		77037-E6962	77037	E000	201	Re
19	147700	Child Dev,Ext As	40	3,368.40		77037-E6962	77037	E000	105	N
20	951014	Net Salary Payable	50	31,852.80-			77037	E000	20150630	
*				0.00						

- Note that salary & benefit GLs are debited, and Net Salary Payable GL 951014 is credited
- Note that the JV was posted in FY 2015, but reversed in FY 2016
- Salary and benefit accruals are automatically reversed at the beginning of the next fiscal year.
  - FI Postings line items for salary and benefit accrual reversals:

### FI Postings: Individual Items According to Document Number

**FM Area** 1  
**Year Commitment Item**  
**Commitment Item** 100000 to 399999  
**Funds Center** \*H\*  
**Fund** 10582  
**Layout** /SFPFI  
  
**User** YAOKX  
**Date/Time** 11/07/2015 12:31:27

RefDocNo	Item	FM pstg d.	Σ	Pynt Bdgt	Funds Center	Text	Fund	Cmmt Item	G/L Acc
101420667	23	07/01/2015		474.74-	10582-H6012	YE SAL ACCR Emp# 10	10582	141500	141500
	24	07/01/2015		540.27-	10582-H6012	YE SAL ACCR Emp# 10	10582	239200	239200
101420667				1,015.01-					
101420668	388	07/01/2015		92.64-	10582-H6012	YE Ben Accrual Emp# 10	10582	395000	395000
101420668				92.64-					

- Note that the numbers are exactly the same as the accrual amounts, but negative (credits with "-" attached)
- The reversal posting date is the 1<sup>st</sup> day of the new fiscal year, e.g. 7/1/2015



- If a fund is no longer active for the new fiscal year, salaries and benefits can no longer be posted to the fund and will be posted to another active fund instead, e.g. Unmatched Fund 10999.

Budget Report by Fund for the new fiscal year will therefore most likely show negative/credit salary and benefit expenses because there are no positive salaries or benefits postings to offset against the accrual reversals.

- FY 2015-16 Budget Report by Fund for Fund 10582, which was only active for FY 2014-15:

Los Angeles Community College District Budget Report By Fund Period: July 1, 2015 - June 30, 2016 FM Area: 1					
Report No. FR0040 Run On 11/11/2015 12:54:33					
Fund 10582      Perkins IV Title IC					
Commit Item					
(G/L)Account	Description	Budget	Commitment	Actual	Balance
Fund Center: 10582-H6012 Vocational Education Func Area: 6010					
141500	Instr- NT- Hrly	0.00	0.00	0.00	0.00
239200	Unclass-Non Inst	0.00	0.00	540.27-	540.27
395000	Emp Ben-SFP	0.00	0.00	92.64-	92.64
Total:10582-H6012		0.00	0.00	632.91-	632.91
Total by Business Area: H000		0.00	0.00	632.91-	632.91
Total Fund 10582	Perkins IV Ti	0.00	0.00	632.91-	632.91

- The actual salaries and benefits are most likely posted under Unmatched Fund 10999.
- Example of postings under Unmatched Fund 10999:

Los Angeles Community College - HR/FI Posting Details													
Run Date		11/11/2015											
Fiscal year		= 2016;											
Posting date		= 07/01/2015 Fund 07/31/2015;											
Fund		= 10999;											
Personnel number		= 0101000000; = 0101000000;											
Person ID	Last/First Name	PersNo.	Position	For-period	Period	WT	Cost Ctr	G/L Acc	JobClsCode	Short Text	WBS Elem.	Fund	Amount
102	C	103	99999999	201601	201601	150A	H1190B	141500	A0809	Instr, NT, Hrly		10999	474.74
102	C	103	99999999	201601	201601	9522	H1190B	311000	A0809	STRS-Cert Emp		10999	92.64
102	C	103	99999999	201601	201601	9406	H1190B	340100	A0809	Medicare Coverage		10999	6.88
102	C	103	99999999	201601	201601	9410	H1190B	352000	A0809	ST UN Ins-Other		10999	0.24
103	A	103	82017464	201512	201601	1510	H1190B	239200	U8221	Unclass,Non Inst		10999	540.27
103	A	103	82017464	201601	201601	1510	H1190B	239200	U8221	Unclass,Non Inst		10999	875.61
													1,990.38

- Note that accruals were posted for the amounts enclosed in red rectangles.

- JVs need to be prepared to transfer payroll expenses from Unmatched to the fund to offset against the negative/credit expenses.
  - Please prepare the JVs as soon as possible, at the beginning of the fiscal year. DO NOT wait until last minute.
- If the fund is active for both last and this fiscal year, salaries and benefits should be automatically posted to the fund and should offset against the negative/credit expenses. No JVs are needed.





## Unmatched Salaries & Benefits JVs for Accruals

- Example of unmatched salary transfer JV:

Doc.Type : SA ( G/L account document ) Normal document

Doc. Number101422895

Company Code1

Fiscal Year2016

Doc. Date09/25/2015

Posting Date10/07/2015

Period04

Calculate Tax☐

Ref.Doc.UNMATCHED SALARY

Doc. CurrencyUSD

Doc. Hdr TextHST1604-001

Itm	Account	Acct short text	PK	Amount	Cost Ctr	WBS element	Fund	BusA	Assign.	Text
1	141500	Instr, NT, Hrly	40	474.74		10582-H6012	10582	H000	103	C
2	141500	Instr, NT, Hrly	50	474.74-	H1190B		10999	H000	103	C
3	141500	Instr, NT, Hrly	40	505.26		19276-H1203	19276	H000	104	K
4	141500	Instr, NT, Hrly	50	505.26-	H1190B		10999	H000	104	K
5	141500	Instr, NT, Hrly	40	112.28		19276-H1203	19276	H000	104	B
6	141500	Instr, NT, Hrly	50	112.28-	H1190B		10999	H000	104	B
7	141500	Instr, NT, Hrly	40	1,459.64		18375-H1203	18375	H000	104	B
8	141500	Instr, NT, Hrly	50	1,459.64-	H1190B		10999	H000	104	B
9	141500	Instr, NT, Hrly	40	629.89		18180-H6012	18180	H000	105	L
10	141500	Instr, NT, Hrly	50	629.89-	H1190B		10999	H000	105	L
11	145500	Counselor, Hrly	40	305.19		10445-H4904	10445	H000	902	S
12	145500	Counselor, Hrly	50	305.19-	H1190B		10999	H000	902	S
13	145500	Counselor, Hrly	40	542.56		10448-H6320	10448	H000	100	M
14	145500	Counselor, Hrly	50	542.56-	H1190B		10999	H000	100	M
*				0.00						

- If more salaries or benefits were posted under Unmatched Fund 10999 compared to the accrual amounts under a fund, only the accrual amounts can be transferred to the fund. Any additional amounts transferred would be considered deficits.
  - Example: In the HR to FI Postings Details below, only the amounts enclosed in red rectangles can be transferred to Fund 10582 because accruals were only set up for these (see middle of Page 30 for accrual postings):

### Los Angeles Community College - HR/FI Posting Details

Run Date 11/11/2015  
 Fiscal year = 2016;  
 Posting date = 07/01/2015 Fund 07/31/2015;  
 Fund = 10999;  
 Personnel number = 010; = 010;

Person ID	Last/First Name	PersNo.	Position	For-period	Period	WT	Cost Ctr	G/L Acc	JobClsCode	Short Text	WBS Elem.	Fund	Σ	Amount
102	C	103	99999999	201601	201601	150A	H1190B	141500	A0809	Instr, NT, Hrly		10999		474.74
102	C	103	99999999	201601	201601	9522	H1190B	311000	A0809	STRS-Cert Emp		10999		92.64
102	C	103	99999999	201601	201601	9406	H1190B	340100	A0809	Medicare Coverage		10999		6.88
102	C	103	99999999	201601	201601	9410	H1190B	352000	A0809	ST UN Ins-Other		10999		0.24
103	A	103	82017464	201512	201601	1510	H1190B	239200	U8221	Unclass,Non Inst		10999		540.27
103	A	103	82017464	201601	201601	1510	H1190B	239200	U8221	Unclass,Non Inst		10999		875.61
													Σ	1,990.38



- JV backups need to include the FI Postings page showing the salary or benefit accrual reversal line items.
  - To demonstrate that the transfer is legitimate and correct
  - In addition to the normally required payroll records
  - Example of FI Postings printout:

FI Postings: Individual Items According to Document Number

FM Area 1  
Year Commitment Item  
Commitment Item 100000 to 399999  
Funds Center \*H\*  
Fund 10582  
Layout /SPPFI  
User YAOXX  
Date/Time 11/11/2015 14:46:22

RefDocNo	Item	FM pstg d.	Prst Bdgt	Funds Ctr	Text	Fund	Comt Item	B/L
101420667	23	07/01/2015	474.74-	10582-H6012	YE SAL ACCR Emp# 10: [REDACTED] Assgn# 10: [REDACTED] 07/01/2015	10582	141500	141500
101420667	24	07/01/2015	540.27-	10582-H6012	YE SAL ACCR Emp# 10: [REDACTED] Assgn# 10: [REDACTED] 07/01/2015	10582	239200	239200
* 101420667			1,015.01-					
101420668	388	07/01/2015	92.64-	10582-H6012	YE Ben Accrual Emp# 10: [REDACTED] Assgn# 10: [REDACTED] 07/01/2	10582	395000	395000
* 101420668			92.64-					
**			1,107.65-					



## X. Non-Payroll Expenses JVs

- GLs: 4xxxxx – 7xxxxx

### Before JV Preparation

- Check that the **debit fund was active when the original encumbrance/commitment or posting occurred**
  - Example: If a grant ended on 9/30/2015, but is given 90 days to close out, expenses to be transferred in need to be paid before 12/30/2015 and the commitments have to be entered into SAP before 9/30/2015
- Check that postings under the debit fund and the GL account are allowed
  - Make sure **expenses are allowable**: e.g. certain grants limit or disallow equipment expenses or contract expenses, or require prior approval
  - If the fund has ended and the final report is done, no more expenses, even if valid, can be posted; if posted, these expenses will be considered deficits because no corresponding income will be collected
  - Check for **sufficient balance under specific GL account** and **overall debit fund** using SAP Budget Report by Fund screen:
    - Sample Budget Report by Fund:

<i>Financial Report by Fund</i>							
Los Angeles Community College District Budget Report By Fund Period: July 1, 2014 - June 30, 2015 FM Area: 1							
Report No. FR0040							Page 1
Run On 10/21/2015 11:01:19							
		Fund 17281	Harbor YouthSource S				
Commit Item (G/L)Account	Description	Budget	Commitment	Actual	Balance	Rem Bud	%
Fund Center: 17281-H0000 Revenue/Fund Info. Func Area: 0000							
822000	Wk Inv Act-JTPA	803,160.00	0.00	559,742.99	243,417.01	30	
Total:17281-H0000		803,160.00	0.00	559,742.99	243,417.01	30	
Fund Center: 17281-H6012 Vocational Education Func Area: 6010							
122100	Admin- Regular	103,215.00	0.00	105,762.94	2,547.94-	0	
125100	Counselor- Reg	83,150.00	0.00	91,164.00	8,014.00-	0	
141500	Instr- NT- Hrly	725.00	0.00	1,420.38	695.38-	0	
213100	Off & Clrk- Reg	80,966.00	0.00	47,378.19	33,587.81	41	
239200	Unclass-Non Inst	53,777.00	0.00	67,646.18	13,869.18-	0	
239300	Unclass-Prof Expt	85,280.00	0.00	89,985.00	4,705.00-	0	
249200	Unclassified- Instr	9,000.00	0.00	8,013.73	986.27	11	
395000	Emp Ben-SFP	156,102.00	0.00	86,491.77	69,610.23	45	
422100	Books	9,023.00	0.00	2,220.82	6,802.18	75	
442000	Inst Media Matl	0.00	0.00	0.00	0.00	0	
452100	Office Supplies	2,675.00	0.00	2,670.37	4.63	0	
453100	Printing	5,426.00	0.00	4,925.38	500.62	9	
562100	Contrat-Personal Svs	2,350.00	0.00	2,350.00	0.00	0	
563200	Rent - Software	9,751.00	0.00	2,751.00	7,000.00	72	
569400	Contract-Other	100,470.00	0.00	0.00	100,470.00	100	
584100	Mileage	2,488.00	0.00	2,444.10	43.90	2	
586100	Travel	400.00	0.00	400.00	0.00	0	
589500	Adm Support-SFP	30,780.00	0.00	21,528.58	9,251.42	30	
642300	LoValue Asset Equip	2,800.00	0.00	0.00	2,800.00	100	
752000	Std Grant	15,358.00	0.00	15,357.79	0.21	0	
760100	Oth Pay to Student	49,424.00	0.00	7,232.76	42,191.24	85	
Total:17281-H6012		803,160.00	0.00	559,742.99	243,417.01	30	
Total by Business Area: H000		1,606,320.00	0.00	1,119,485.98	486,834.02	30	
Total Fund 17281 Harbor YouthS		1,606,320.00	0.00	1,119,485.98	486,834.02	30	

- Check the "Balance" column, not the "Budget" column





- Check the balance for the expense WBSs only, do not use the balance for “Total by Business Area” or “Total Fund” if Income WBS (e.g. 17281-H0000) is also included
  - Non-payroll expenses **JVs cannot be posted** if there is **insufficient GL balance** for GLs 4xxxxx – 7xxxxx
    - Submit a BTA to increase the GL budget if the expenses are allowed
  - If there is insufficient overall fund balance, the JV cannot be posted unless the amounts are adjusted or other expenses are transferred out
- SAP GL budgets and grant expense category budgets may differ; make sure to adhere to the grant budget or request budget modification from the agency
- Check credit fund and GL for exact transfer amount
    - Check FI Postings for actual payments
    - Make sure the items are paid for by checking that the amounts under FI Postings have “51” document numbers
      - When goods are received, purchase order amounts are debited with a “50” document number. When the goods are paid for, the “50” document is reversed/credited, and actual payment amounts are debited with a “51” document number.
      - Goods received but not yet paid have Reference Document Numbers that start with “50”:

#### FI Postings: Individual Items According to Document Number

**FM Area** 1  
**Year Commitment Item**  
**Commitment Item** 452100  
**Funds Center**  
**Fund** 17281  
**Layout** /SFPP1  
  
**User** YAOXX  
**Date/Time** 03/25/2016 12:03:06

RefDocNo	Item	FM pstg d.	Σ Pymt Bdgt	Funds Center	Text	Fund	Cmnt Item	G/L Acc	Pred.DT	Pred.doc.no.	Vendor	Stat.Ind.	Year
5000144605	1	01/28/2015	15.81	17281-H6012		17281	452100	452100	20	4500207287	1000000		2015
	3	01/28/2015	7.62	17281-H6012		17281	452100	452100	20	4500207287	1000000		2015
	5	01/28/2015	21.79	17281-H6012		17281	452100	452100	20	4500207287	1000000		2015
	7	01/28/2015	18.38	17281-H6012		17281	452100	452100	20	4500207287	1000000		2015

- When the goods are paid for, the “50” document is reversed/credited:

#### FI Postings: Individual Items According to Document Number

**FM Area** 1  
**Year Commitment Item**  
**Commitment Item** 452100  
**Funds Center**  
**Fund** 17281  
**Layout** /SFPP1  
  
**User** YAOXX  
**Date/Time** 10/27/2015 12:03:35

RefDocNo	Item	FM pstg d.	Σ Pymt Bdgt	Funds Center	Text	Fund	Cmnt Item	G/L Acc	Pred.DT	Pred.doc.no.	Vendor	Stat.Ind.	Year
5000144605	1	01/28/2015	15.81	17281-H6012		17281	452100	452100	20	4500207287	1000000		2015
	1	01/30/2015	15.81-	17281-H6012		17281	452100	452100	20	4500207287	1000000		2015
	3	01/28/2015	7.62	17281-H6012		17281	452100	452100	20	4500207287	1000000		2015
	3	01/28/2015	7.62-	17281-H6012		17281	452100	452100	20	4500207287	1000000		2015
	5	01/28/2015	21.79	17281-H6012		17281	452100	452100	20	4500207287	1000000		2015
	5	01/29/2015	21.79-	17281-H6012		17281	452100	452100	20	4500207287	1000000		2015



- Goods received and paid have Reference Document Numbers that start with "51":

### FI Postings: Individual Items According to Document Number

<b>FM Area</b>	1
<b>Year Commitment Item</b>	
<b>Commitment Item</b>	452100
<b>Funds Center</b>	
<b>Fund</b>	17281
<b>Layout</b>	/SFPP1
<b>User</b>	YAOKX
<b>Date/Time</b>	10/27/2015 10:33:11

RefDocNo	Item	FM pstg d.	Σ	Pymt Bdgt	Funds Center	Text	Fund	Cmmt Item	G/L Acc	Pred.DT	Pred.doc.no.	Vendor	Stat.Ind.	Year
5100355464	2	01/28/2015		7.62	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	3	01/28/2015		1.09	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
5100355464				6.53										
5100355465	2	01/28/2015		21.19	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355465				21.19										
5100355607	2	01/29/2015		21.79	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355607				21.79										
5100355730	2	01/30/2015		15.81	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	3	01/30/2015		0.02	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
	4	01/30/2015		18.38	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	5	01/30/2015		18.37	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
	6	01/30/2015		142.27	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015

- Actual payment may differ from purchase order amount. Additional line items are entered to make adjustments.

## IV Preparation

- JV Components:
  - Short Text:
    - Example: Transfer Printing Exp
  - Assignment Number:
    - Example: purchase order number, relevant assignment number, relevant Ref. Doc. number
    - Should be locatable on backup
  - Text:
    - Type of expenses
    - Employee name for travel, conference expenses, etc.
    - Vendor name for purchase orders and contracts
    - Student name and ID for student grants
- Minimize the number of JVs if possible, but use separate entries for different purchase orders, conference requests, etc.
- JVs that contain the following GLs only can be posted on campus:
  - 442000: Instructional Media Materials
  - 442300: Audio Visual Material
  - 45xxxx: Supplies and Materials
  - 552200: Postage & Mail Service
  - 589000: Other Expense



## Backups

- Needs to show:
  - GL account or type of expenses
  - Employee name, student name, or vendor name
  - Control number e.g. purchase order number, invoice number, request number
  - Fund
  - Fund center
  - Amount
- SAP FI Postings printout or exported Excel file (SAP transaction code: FMRP\_RFFMEP1FX)

- FI Postings Example—GL 586100 Travel:

### FI Postings: Individual Items According to Document Number

FM Area 1  
Year Commitment Item  
Commitment Item 586100  
Funds Center  
Fund 17281  
Layout /SFPFI  
User YAOXX  
Date/Time 10/27/2015 10:41:12

RefDocNo	Item	FM pstg d.	± Pymt Bdgt	Funds Center	Text	Fund	Cmmt Item	G/L Acc	Pred.DT	Prd.doc.no	Vendor	Stat.Ind.	Year
1900434669	2	03/12/2015	400.00	17281-H6012	AI 1/28-31/15 CONF REIMB	17281	586100	586100	110	38302	30403		2015
			=	400.00									

- “Prd.doc.no” column indicates the Conference Request Number

- FI Postings Example—GL 452100 Office Supplies:

### FI Postings: Individual Items According to Document Number

FM Area	1
Year Commitment Item	
Commitment Item	452100
Funds Center	
Fund	17281
Layout	/SFPPFI
User	YAOXX
Date/Time	10/27/2015 10:33:11

RefDocNo	Item	FM pstg d.	Σ	Pymt Bdgdt	Funds Center	Text	Fund	Cmnt Item	G/L Acc	Pred.DT	Pred.doc.no.	Vendor	Stat.Ind.	Year
5100355464	2	01/28/2015		7.62	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	3	01/28/2015		1.09	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
5100355464			▪	6.53										
5100355465	2	01/28/2015		21.19	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355465			▪	21.19										
5100355607	2	01/29/2015		21.79	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355607			▪	21.79										
5100355730	2	01/30/2015		15.81	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	3	01/30/2015		0.02	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
	4	01/30/2015		18.38	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	5	01/30/2015		18.37	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
	6	01/30/2015		142.27	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	7	01/30/2015		12.20	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	8	01/30/2015		31.71	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	9	01/30/2015		49.22	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	10	01/30/2015		21.19	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	11	01/30/2015		3.18	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	12	01/30/2015		6.15	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	13	01/30/2015		0.87	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
	14	01/30/2015		49.22	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	15	01/30/2015		17.57	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	16	01/30/2015		2.48	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
	17	01/30/2015		371.91	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	18	01/30/2015		264.40	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	19	01/30/2015		21.93	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
	5100355730			▪	1,040.14									

- "Pred. doc. no." column indicates the Purchase Order Number

- Double click on any FI Postings line item to view the Document Overview screen and obtain details:

**Document Overview - Display**

Doc.Type : RE ( Invoice - gross ) Normal document

Doc. Number	5100355464	Company Code	1	Fiscal Year	2015
Doc. Date	01/07/2015	Posting Date	01/28/2015	Period	07
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	748667057001				
Doc. Currency	USD				

Itm	Account	Acct short text	PK	Amount	Cost Ctr	WBS element	Fund	BusA	Assign.	Text
1	3001749	OFFICE DEPOT	31	6.53-				H000		*Inv#748667057001 LA Harbor College Acct#89009813
2	951955	Acct Pay GR/IR	86	7.62		17281-H6012	17281	H000	20150128	
3	452100	Office Supplies	91	1.09-		17281-H6012	17281	H000	20150128	
*				0.00						

- Either the FI Postings page or the Document Overview page can be used as backup.



- Indicate the specific amounts used on JVs by highlighting the printouts or filtering the FI Postings line items
- Include detailed internal supplies request, purchase order, invoice, or other documentation if necessary

**Practice: Supplies Expenses Transfer JV**Hypothetical:

Fund 17281 (WBS 17281-H6012) purchased a large amount of supplies. Of these supplies, a pack of 12 Uni-ball Vision Rollerball pens and 2 boxes of copy paper were transferred to Fund 19277 (WBS 19277-H6012).

Please prepare the JV to transfer the appropriate expenses.

1. Check that the expenses are allowed, and there are sufficient fund and GL balance
2. Review the purchase order or invoice for details and identify the items transferred:



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**  
770 Wilshire Boulevard  
Los Angeles, CA 90017

Bill To:

Los Angeles Harbor College  
Business Office  
1111 Figueroa Place  
Wilmington, CA 90744

**Vendor Address**

OFFICE DEPOT  
3366 E. WILLOW STREET  
SIGNAL HILL CA 90755  
(T)(714)869-6467  
(F)(561)438-9467

Ship To:

Los Angeles Harbor College  
Receiving Department  
1111 Figueroa Place  
Wilmington, CA 90744  
(310)-233-4000

**Purchase Order****Information**

PO Number 4500207287  
PO Amount \$ 1,110.45  
Order Date 12/18/2014  
Vendor Number 1000000  
Payment Terms Payment Due Net 30 days  
Buyer/Phone Academic Affairs 2 / 310-233-4041  
Requestor/Phone Leon Cruz / 310-233-4113  
Confirmed with KEN MEYER  
Freight Terms FOB Destination

PO # must be referenced on all correspondence.

<u>Fund Center</u>	<u>Comm Item</u>	<u>Fund Center</u>	<u>Comm Item</u>
17281-H6012	452100		

Page 1 of 5

ITEM	QTY.	UNIT	DESCRIPTION	UNIT COST	EXTENDED AMT.
			<i>This document being issued pursuant to a formally bid contract CB 10-108 between Office Depot and the Foundation for the California Community Colleges.</i>		
1	1	EA	Uni Ball Vision Rollerball Pens, 0.7mm	14.50	14.50
Still to be delivered			0	EA	
			<i>Fine Point, Gray Barrel, Black Ink - Pack of 12</i>		
			<i>#193080</i>		
*** Item completely delivered ***					
2	1	EA	Star Tech.com 10 ft Black USB 2.0	6.99	6.99



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
770 Wilshire Boulevard  
Los Angeles, CA 90017

Order No.  
4500207287

Page 2 of 5

ITEM	QTY.	UNIT	DESCRIPTION	UNIT COST	EXTENDED AMT.
Still to be delivered			0 1" x 2 5/8" Box of 3,000 #364364  *** Item completely delivered ***	EA	
5	4	EA	Office Depot Brand White copy Paper	32.63	130.52
Still to be delivered			0 8 1/2" x 11", 20 lb, 500 sheets per ream - 10 reams #273646  *** Item completely delivered ***	EA	

3. Review the SAP Purchase Order screen (SAP Transaction Code: ME23N) to see payment status and amount for items transferred:
  - If the appropriate purchase order is not displayed, click the "Other Purchase Order" button, enter the purchase order number, and press Enter:

**Standard PO 4500207287 Created by**

Document Overview On | Print Preview Messages

Standard PO 4500207287 Vendor 1000

Select Document






Pur. Order 4500207287

☒ Pur. Order  
☐ Purch. Requisition

Other Document

- Expand “Item Details” if they are not shown
- Click the Purchase Order History tab if it is not shown
- Select the item from the Item dropdown list
- Purchase Order History for the Uni-ball pens:

**Standard PO 4500207287 Created by Leon Cruz**

Document Overview On    Print Preview Messages   Personal Setting

Standard PO 4500207287 Vendor 1000000 OFFICE DEPOT Doc. date 12/18/2014

Header

Item Overview

**Item** [ 1 ] Uni Ball Vision Rollerball Pens, 0.7mm






Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment **Purchase Order History**

Sh...	MVT	Material Docu...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur
GR	101	5000165445	1	01/28/2015		1	0	EA		15.81	USD
Tr./Ev. Goods receipt						1		EA		15.81	USD
IR-L		5105978830	1	01/30/2015		1	0	EA		15.79	USD
Tr./Ev. Invoice receipt						1		EA		15.79	USD

- Invoice Receipt with “51” Document Numbers are shown, so item is paid
- Note that taxes are included with each payment, but are usually a separate line item on purchase orders/invoices.
- Note that the actual payment amount for the pens was \$15.79.

- Purchase Order History for the copy paper:

**Standard PO 4500207287 Created by Leon Cruz**

Document Overview On    Print Preview Messages   Personal Setting

Standard PO 4500207287 Vendor 1000000 OFFICE DEPOT Doc. date 12/18/2014

Header

Item Overview

Item [ 5 ] Office Depot Brand White copy Paper

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History

Sh...	MVT	Material Docu...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur
GR	101	5000165445	5	01/28/2015		4	0	EA		142.27	USD
Tr./Ev. Goods receipt						4		EA		142.27	USD
IR-L		5105978830	5	01/30/2015		4	0	EA		142.27	USD
Tr./Ev. Invoice receipt						4		EA		142.27	USD

- Invoice Receipt with “51” Document Numbers are shown, so item is paid



4. Click the “51” Document Number (see screenshot on the previous page) to display the Invoice Document:

**Display Invoice Document 5105978830 2015**

Show PO structure | Follow-On Documents ...

Transaction: Invoice | 5105978830 | 2015

**Basic Data** | Payment | Details | Tax | Contacts | Note

Invoice date: 01/06/2015 | Reference: 748667054001  
 Posting Date: 01/30/2015  
 Amount: 1,040.14 | USD | ☒ Calculate tax  
 Tax Amount: 85.88 | I1 (A/P Sales Tax, taxable,...)  
 Text: \*Inv#748667054001 LA Harbor College Acct#89009813  
 Paymt terms: 30 Days net  
 Baseline Date: 01/06/2015  
 Company Code: 1 LACCD Los Angeles

Vendor 0003001749  
 OFFICE DEPOT  
 PO BOX 70025  
 LOS ANGELES CA 90074-0025  
 561-438-4340

**PO Reference**

Layout: All information

Item	Amount	Quantity	O...	Purchase O...	Item	PO Text	Tax Code
1	14.49	1 EA	<input type="checkbox"/>	4500207287	1	Uni Ball Vision Rollerball Pens, 0.7mm	I1 (A/P S
4	33.72	2 EA	<input type="checkbox"/>	4500207287	4	Avery White Laser Address Labels	I1 (A/P S
5	130.52	4 EA	<input type="checkbox"/>	4500207287	5	Office Depot Brand White copy Paper	I1 (A/P S

5. Click “Follow-On Documents ...” to display the List of Documents in Accounting, then double click the “Accounting Document”:

**Display Invoice Document 5105978830 2015**

Show PO structure | **Follow-On Documents ...**

Transaction: Invoice | 5105978830 | 2015

**List of Documents in Accounting**

Doc. Number	Object type text
5100355730	Accounting document
1007541367	Spec. purpose ledger
0503457819	Controlling Document
0003714181	Funds Management doc

Buttons: Separate

Vendor 0003001749  
 OFFICE DEPOT  
 PO BOX 70025  
 LOS ANGELES CA 90074-0025  
 561-438-4340

**PO Reference**



## 6. The Accounting Document for the payment is displayed:

**Document Overview - Display**

Choose Save Tax data

Doc.Type : RE ( Invoice - gross ) Normal document					
Doc. Number	5100355730	Company Code	1	Fiscal Year	2015
Doc. Date	01/06/2015	Posting Date	01/30/2015	Period	07
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	748667054001				
Doc. Currency	USD				

Itm	Account	Acct short text	FK	Amount	Cost Ctr	WBS element	Fund	BusA	Assign.	Text
1	3001749	OFFICE DEPOT	31	1,040.14-				H000		*Inv#748667054001 LA Harbor College Acct#89009813
2	951955	Acct Pay GR/IR	86	15.81		17281-H6012	17281	H000	20150130	
3	452100	Office Supplies	91	0.02-		17281-H6012	17281	H000	20150130	
4	951955	Acct Pay GR/IR	86	18.38		17281-H6012	17281	H000	20150130	
5	452100	Office Supplies	81	18.37		17281-H6012	17281	H000	20150130	
6	951955	Acct Pay GR/IR	86	142.27		17281-H6012	17281	H000	20150130	
7	951955	Acct Pay GR/IR	86	12.20		17281-H6012	17281	H000	20150130	
8	951955	Acct Pay GR/IR	86	31.71		17281-H6012	17281	H000	20150130	
9	951955	Acct Pay GR/IR	86	49.22		17281-H6012	17281	H000	20150130	
10	951955	Acct Pay GR/IR	86	21.19		17281-H6012	17281	H000	20150130	
11	951955	Acct Pay GR/IR	86	3.18		17281-H6012	17281	H000	20150130	
12	951955	Acct Pay GR/IR	86	6.15		17281-H6012	17281	H000	20150130	
13	452100	Office Supplies	91	0.87-		17281-H6012	17281	H000	20150130	
14	951955	Acct Pay GR/IR	86	49.22		17281-H6012	17281	H000	20150130	
15	951955	Acct Pay GR/IR	86	17.57		17281-H6012	17281	H000	20150130	
16	452100	Office Supplies	91	2.48-		17281-H6012	17281	H000	20150130	
17	951955	Acct Pay GR/IR	86	371.91		17281-H6012	17281	H000	20150130	
18	951955	Acct Pay GR/IR	86	264.40		17281-H6012	17281	H000	20150130	
19	951955	Acct Pay GR/IR	86	21.93		17281-H6012	17281	H000	20150130	
*				0.00						



7. Print the Document Overview page, highlight the relevant line items for the items transferred, and perform necessary calculations. Make sure to annotate.

Doc.Type : RE ( Invoice - gross ) Normal document					
Doc. Number	5100355730	Company Code	1	Fiscal Year	2015
Doc. Date	01/06/2015	Posting Date	01/30/2015	Period	07
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	748667054001				
Doc. Currency	USD				

Item	Account	Acct short text	PK	Amount	Cost Ctr	WBS element	Fund	BusA	Assign.	Text
1	3001749	OFFICE DEPOT	31	1,040.14-				H000		*Inv#748667054001 LA Harbor College Acct#89009813
2	951955	Acct Pay GR/IR	86	15.81		17281-H6012	17281	H000	20150130	
3	452100	Office Supplies	91	0.02-		17281-H6012	17281	H000	20150130	
4	951955	Acct Pay GR/IR	86	18.38		17281-H6012	17281	H000	20150130	
5	452100	Office Supplies	81	18.37		17281-H6012	17281	H000	20150130	
6	951955	Acct Pay GR/IR	86	142.27		17281-H6012	17281	H000	20150130	
7	951955	Acct Pay GR/IR	86	12.20		17281-H6012	17281	H000	20150130	
8	951955	Acct Pay GR/IR	86	31.71		17281-H6012	17281	H000	20150130	
9	951955	Acct Pay GR/IR	86	49.22		17281-H6012	17281	H000	20150130	
10	951955	Acct Pay GR/IR	86	21.19		17281-H6012	17281	H000	20150130	
11	951955	Acct Pay GR/IR	86	3.18		17281-H6012	17281	H000	20150130	
12	951955	Acct Pay GR/IR	86	6.15		17281-H6012	17281	H000	20150130	
13	452100	Office Supplies	91	0.87-		17281-H6012	17281	H000	20150130	
14	951955	Acct Pay GR/IR	86	49.22		17281-H6012	17281	H000	20150130	
15	951955	Acct Pay GR/IR	86	17.57		17281-H6012	17281	H000	20150130	
16	452100	Office Supplies	91	2.48-		17281-H6012	17281	H000	20150130	
17	951955	Acct Pay GR/IR	86	371.91		17281-H6012	17281	H000	20150130	
18	951955	Acct Pay GR/IR	86	264.40		17281-H6012	17281	H000	20150130	
19	951955	Acct Pay GR/IR	86	21.93		17281-H6012	17281	H000	20150130	
*				0.00						

$142.27 \div 2 = 71.14$  (Purchased 4 boxes of copy paper, transferred only 2 boxes to Fund 19277)

$15.79 + 71.14 = 86.93$

- The actual unit cost for the pens was \$14.49 instead of \$14.50 shown on the purchase order, so -\$0.02 were deducted from \$15.81 to arrive at the payment amount of \$15.79.



8. You can also use the FI Postings screen to generate the backup showing the payments. Filter the FI Postings line items to include the specific "51" RefDocNo or Purchase Order Number only.
- Example: FI Postings results are filtered by Reference Document Number 5100355730

### FI Postings: Individual Items According to Document Number

**FM Area** 1  
**Year Commitment Item**  
**Commitment Item** 452100  
**Funds Center**  
**Fund** 17281  
**Layout** /SFPPF  
  
**User** YAOKX  
**Date/Time** 10/27/2015 12:07:14

RefDocNo	Item	FM pstg d.	Σ	Pymt Bdgt	Funds Center	Text	Fund	Cmmt Item	G/L Acc	Pred.DT	Pred.doc.no.	Vendor	Stat.Ind.	Year
5100355730	2	01/30/2015		15.81	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	3			0.02-	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
5100355730	4			18.38	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	5			18.37	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
5100355730	6			142.27	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	7			12.20	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	8			31.71	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	9			49.22	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	10			21.19	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	11			3.18	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	12			6.15	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	13			0.87-	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
5100355730	14			49.22	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	15			17.57	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	16			2.48-	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
5100355730	17			371.91	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	18			264.40	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	19			21.93	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
				■ 1,040.14										



9. Print the filtered FI Postings page. Highlight the relevant line items and perform necessary calculations. Make sure to annotate.

FI Postings: Individual Items According to Document Number

FM Area 1  
 Year Commitment Item  
 Commitment Item 452100  
 Funds Center  
 Fund 17281  
 Layout /SFPFI  
 User YAOXK  
 Date/Time 11/19/2015 12:50:59

RefDocNo	Item	FM pstg d.	Pymt Bdgt	Funds Ctr	Text	Fund	Cmnt Item	G/L	Pred.DT	Prd.doc.no	Vendor	Stat.Ind.	Year
5100355730	2	01/30/2015	15.81	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	3	01/30/2015	0.02	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
5100355730	4	01/30/2015	18.38	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	5	01/30/2015	18.37	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
5100355730	6	01/30/2015	142.27	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	7	01/30/2015	12.20	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	8	01/30/2015	31.71	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	9	01/30/2015	49.22	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	10	01/30/2015	21.19	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	11	01/30/2015	3.18	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	12	01/30/2015	6.15	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	13	01/30/2015	0.87	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
5100355730	14	01/30/2015	49.22	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	15	01/30/2015	17.57	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	16	01/30/2015	2.48	17281-H6012		17281	452100	452100	20	4500207287	3001749		2015
5100355730	17	01/30/2015	371.91	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	18	01/30/2015	264.40	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
5100355730	19	01/30/2015	21.93	17281-H6012		17281	452100	951955	20	4500207287	3001749		2015
*			1,040.14										

$142.27 \div 2 = 71.14$  (Purchased 4 boxes of copy paper, transferred only 2 boxes to Fund 19277)

$15.79 + 71.14 = 86.93$

10. Prepare the JV
- Sample supplies expenses transfer JV:

College or District Harbor

SAP G/L Account Document Header Data

Doc. date 02/01/15  
 Posting date 02/01/15  
 Reference  
 Short text Transfer Supplies Exp  
 Doc. type SA

SAP G/L Account Document Line Item Data

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
452100	86.93		19277-H6012	19277	H 000	4500207287	Transfer Office Depot office supplies
452100		86.93	17281-H6012	17281	H 000	4500207287	Transfer Office Depot office supplies

11. Attach the annotated FI Postings printout and Purchase Order/Invoice as backups to the JV



## XI. Interfund Transfer JVs

### Format

- Example:

Short text      Interfund Transfer

Doc. type      SA

SAP G/L Account Document Line Item Data							
G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
752000	500.00		17281-H6012	17281	H000	881234567	John Doe, EOPS Annual Scholarship Award
952002		500.00		17281	H000	881234567	John Doe, EOPS Annual Scholarship Award
917001	500.00			20488	H000	881234567	John Doe, EOPS Annual Scholarship Award
752000		500.00	20488-H7003	20488	H000	881234567	John Doe, EOPS Annual Scholarship Award
Total	\$ 1,000.00	\$ 1,000.00					

- Interfund transfer JV format is needed when transferring expenses between different major funds
  - Major Funds:
    - Fund 1, Fund 2, ..., Fund 9
    - Fund numbers with the same 1<sup>st</sup> digit belong to the same major fund
  - Needed if 1<sup>st</sup> digit of debit and credit fund numbers are different
  - Examples:
    - Fund 10100 to 70007
    - Fund 20489 to 10489
    - **NOT** Fund 70007 to 77039
- Two journal entries are required instead of one
- Interfund transfer GLs **95200X** and **91700Y** are used
  - **95200X**:
    - "Due to Fund X"
    - **X**: 1<sup>st</sup> digit of the credit fund number
    - Always a **credit** amount
    - Example: 952002 if credit fund number is 20488
  - **91700Y**:
    - "Due from Fund Y"
    - **Y**: 1<sup>st</sup> digit of the debit fund number
    - Always a **debit** amount
    - Example: 917001 if debit fund number is 17281
- Total Debit Amount and Total Credit Amount on the JV are twice as much as actual expenses transferred
  - In the example above, only \$500 of expenses were transferred, not \$1000
- The **two related entries MUST appear on the same JV**

**IV Preparation Steps**

1. Prepare a regular journal entry, but leave 2 rows blank between the 2 entries:

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
752000	500.00		17281-H6012	17281	H000	881234567	John Doe, EOPS Annual Scholarship Award
752000		500.00	20488-H7003	20488	H000	881234567	John Doe, EOPS Annual Scholarship Award

2. Complete the 2<sup>nd</sup> row:

G/L Account	Debit Amount	Credit Amount	or WBS Element	Fund	Business Area	Assignment Number	Text
752000	500.00		17281-H6012	17281	H000	881234567	John Doe, EOPS Annual Scholarship Award
952002		500.00		17281	H000	881234567	John Doe, EOPS Annual Scholarship Award
752000		500.00	20488-H7003	20488	H000	881234567	John Doe, EOPS Annual Scholarship Award

- Always a credit entry
- GL Account: 952002, 2 is the 1<sup>st</sup> digit of the credit fund number 20488
- Cost Center or WBS Element: leave this blank
- Credit Amount, Fund, Business Area, Assignment Number, Text: same as debit entry

3. Complete the 3<sup>rd</sup> row:

G/L Account	Debit Amount	Credit Amount	or WBS Element	Fund	Business Area	Assignment Number	Text
752000	500.00		17281-H6012	17281	H000	881234567	John Doe, EOPS Annual Scholarship Award
952002		500.00		17281	H000	881234567	John Doe, EOPS Annual Scholarship Award
917001	500.00			20488	H000	881234567	John Doe, EOPS Annual Scholarship Award
752000		500.00	20488-H7003	20488	H000	881234567	John Doe, EOPS Annual Scholarship Award

- Always a debit entry
- GL: 917001, 1 is the 1<sup>st</sup> digit of the debit fund number 17281
- Cost Center or WBS Element: leave this blank
- Credit Amount, Fund, Business Area, Assignment Number, Text: same as debit entry

**Practice: Prepare Interfund Transfer JVs**Hypothetical:

Jane Doe's October 2015 salaries (GL 131500, Personnel Number: 1011111) in the amount of \$2000 need to be transferred from Fund 10100, Cost Center H2470A to Fund 77039 (WBS 77039-H6960).

Please prepare the salary interfund transfer journal entries only.

1. Prepare a regular journal entry, but leave 2 rows blank between the 2 lines:

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
131500	2,000.00		77039-H6960	77039	H000	1011111	Jane Doe, October 2015 Salaries
131500		2,000.00	H2470A	10100	H000	1011111	Jane Doe, October 2015 Salaries
Total	\$ 2,000.00	\$ 2,000.00					

2. Complete the 2<sup>nd</sup> row:

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
131500	2,000.00		77039-H 6960	77039	H000	1011111	Jane Doe, October 2015 Salaries
952001		2,000.00		77039	H000	1011111	Jane Doe, October 2015 Salaries
131500		2,000.00	H2470A	10100	H000	1011111	Jane Doe, October 2015 Salaries
Total	\$ 2,000.00	\$ 4,000.00					

3. Complete the 3<sup>rd</sup> row:

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
131500	2,000.00		77039-H 6960	77039	H000	1011111	Jane Doe, October 2015 Salaries
952001		2,000.00		77039	H000	1011111	Jane Doe, October 2015 Salaries
917007	2,000.00			10100	H000	1011111	Jane Doe, October 2015 Salaries
131500		2,000.00	H2470A	10100	H000	1011111	Jane Doe, October 2015 Salaries
Total	\$ 4,000.00	\$ 4,000.00					





## XII. Final Practice: Correct Problematic JVs

- Incorrect JV Example #1:

College or District \_\_\_\_\_

### SAP G/L Account Document Header Data

Doc. date: 10/01/15  
 Posting date: 10/01/15  
 Reference: \_\_\_\_\_  
 Short text: Transfer Salaries  
 Doc. type: SA

### SAP G/L Account Document Line Item Data

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
121100	5,863.96		H6012	17281		1314151	Transfer Salaries
122100		5,863.96	H1190A	10100		1314151	Transfer Salaries
Total	\$ 5,863.96	\$ 5,863.96					

JV Prepared by: JD  
 JV Approved by: Jason Doe  
 Distribute to: \_\_\_\_\_

- Incorrect JV Example #1 Sample Corrections:

College or District Harbor

### SAP G/L Account Document Header Data

Doc. date: 10/01/15  
 Posting date: 10/01/15  
 Reference: \_\_\_\_\_  
 Short text: Transfer Salaries  
 Doc. type: SA

### SAP G/L Account Document Line Item Data

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
122100	5,863.96		17281-H6012	17281	H000	1314151	John Doe, September 2015 Salaries
122100		5,863.96	H1190A	10100	H000	1314151	John Doe, September 2015 Salaries
Total	\$ 5,863.96	\$ 5,863.96					

JV Prepared by: John Doe  
 JV Approved by: Jason Doe  
 Distribute to: LAHC



- Incorrect JV Example #2:

College or District Harbor

## SAP G/L Account Document Header Data

Doc. date 10/01/15  
 Posting date 10/01/15  
 Reference  
 Short text Transfer Benefits  
 Doc. type SA

## SAP G/L Account Document Line Item Data

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
392000	136.75		17281-H 6012	17281	H000		John Doe's September 2015 Unmatched Benefits
395000		136.75	H 1190	10999	H000		John Doe's September 2015 Unmatched Benefits
395000	150.00		19277-H 6012	19277	H000		Jane Doe's September 2015 Benefits
395000	300.00		19277-H 6012	19278	H000		Jane Doe's September 2015 Benefits
395000		450.66	17281-H 6012	17281	H000		Jane Doe's September 2015 Benefits
Total	\$ 586.75	\$ 587.41					

JV Prepared by: John Doe  
 JV Approved by: John Doe  
 Distribute to: LAHC

- Incorrect JV Example #2 Sample Corrections:

College or District Harbor

## SAP G/L Account Document Header Data

Doc. date 10/01/15  
 Posting date 10/01/15  
 Reference  
 Short text Transfer Benefits  
 Doc. type SA

## SAP G/L Account Document Line Item Data

G/L Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Business Area	Assignment Number	Text
395000	136.75		17281-H 6012	17281	H000	111111	John Doe's September 2015 Unmatched Benefits
392000		136.75	H 1190B	10999	H000	111111	John Doe's September 2015 Unmatched Benefits
395000	150.22		19277-H 6012	19277	H000	111112	Jane Doe's September 2015 Benefits, 33.3%
395000	300.44		19278-H 6012	19278	H000	111112	Jane Doe's September 2015 Benefits, 66.7%
395000		450.66	17281-H 6012	17281	H000	111112	Jane Doe's September 2015 Benefits
Total	\$ 587.41	\$ 587.41					

JV Prepared by: John Doe  
 JV Approved by: Jason Doe  
 Distribute to: LAHC

- Incorrect JVs may be rejected, so make sure to double check your work.
  - If you are unsure, email the SFP accountants for review before submission
- JVs without backups will NOT be posted, so **ATTACH YOUR BACKUPS!**
- Send the Excel file for JVs posted at the District Office to ESCDataEntry@email.laccd.edu; JVs will not be posted without the file.



# **Asset Management Policies and Procedures**

**April 2009**

Approved by the Chancellor's Cabinet on April 3, 2009

**TABLE OF CONTENTS**  
**ASSET MANAGEMENT POLICIES AND PROCEDURES**

05-00	Asset Management Policy
05-01	Capital Asset Management and Responsibilities
05-02	Asset Management Internal Controls
05-03	Asset Definitions and Thresholds
05-04	Acquisition
05-05	Screening, Losses and Disposition
05-06	Receipt, Tagging and Identification
05-07	Physical Inventory
05-08	Specially Funded Program Assets
05-09	Auditing
05-10	Special Considerations for Information Technology Assets

## WORKGROUP RECOMMENDATIONS

1. District should establish a district-wide Asset Manager under the direction of the Chief Financial Officer or District Facilities, Planning and Development Director to provide overall the management of the Assets including policies, procedures, coordination, overseeing physical inventory, and reconciliations. In addition, each location/college must designate an Asset Coordinator as a college liaison to the Asset Manager to ensure that the District's Asset Policies and Procedures are followed and asset management activities are coordinated appropriately at the campus.
2. All assets loaned to an employee, student or third party for business purposes must undergo a formal check -in/check-out procedure to ensure that assets are appropriately tracked and to prevent loss of the equipment.
3. Physical Inventory must be taken every 3 years. The Asset Manager shall set up a cyclical inventory schedule with the colleges.
4. The asset dollar threshold for computer software assets has been changed to \$2500. (See AM 05-03 page 8 of 11).
5. A specific SFP asset procedure for tracking should be established
6. A specific IT Equipment asset tracking procedure should be established.
7. Need to establish one database for all assets (bond/non-bond) and use scanning devices to update the database. Establish a short term and long term plan for integration of asset data. In the short term, develop a BW report or provide for a batch update between the two existing asset databases. Long term planning would require that all asset data is scanned and maintained in the SAP database. This prospect may require the additional SAP modules and equipment devices.

## ASSET POLICIES AND PROCEDURES WORKGROUP MEMBERS

Albert Askew, Stock Control Supervisor..... LAHC

Brelon Bell, Stock Control Supervisor..... LATC

Arnold Blanshard, Director of Internal Audit..... District

Randy Brooks, Operations Manager..... Pierce

Tony Calderon, Office Supervisor ..... District

Sharon Chen, SAP Business Analyst (Finance)..... District

Andres Guerrero, Sr., Director of Accounting..... District

Bruce Hurt, Stock Control Supervisor ..... LAVC

Anil Jain, Accounting Manager..... District

Paul Nieman, Director of College Facilities..... Pierce

James Watson, Contracts Manager..... District

Tania Yanes, Assistant Administrative Analyst..... LATC

Mary Gallagher, Vice President of Administration..... LASC

Vinh Nguyen, Director of Budget and Management Analysis..... District

Anne Diga, Associate General Counsel..... District  
(Business Procedure Program Management and Legal Support)



## 05-00 ASSET MANAGEMENT POLICY

### I. POLICY

It is the policy of Los Angeles Community College District (LACCD) to have a comprehensive and centralized Asset Accounting System, under the direction of the Chief Financial Officer, to guide the financial accounting and control of district-wide personal property assets excluding real property. (Real property procedures are set forth in the Facilities Procedures section of the Operations Manual). The Asset Management Policy is governed by the Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) Statement No. 34 and No. 35, California Education Code, and prudent business practices. Physical and custodial control of district-wide assets shall be under the direction of the Director of Facilities Planning and Development Department through the coordination efforts of a district-wide Asset Manager in the Business Services Office.

### II. ASSET MANAGEMENT PROCEDURES GENERALLY

The responsibility for district-wide asset management is shared among the District Office and each college specifically. The College Vice President of Administrative Services is responsible for managing assets located at the college and the Director of Business Services is responsible for the physical management of assets at the District Office. As such, when the responsibility of overseeing assets at a location is identified as being the responsibility of the Vice President of Administrative Services, it should be inferred that the same responsibility for asset management shall fall on the Director of Facilities Planning and Development Department at the District Office.

#### A. Asset Recording and Accounting

General guidelines for identifying the required assets that must be tracked are as follows:

1. All asset values are based on a per single unit item value, including taxes and shipping.
2. All capital assets greater than or equal to \$5,000 ( $\geq \$5,000$ ) must be capitalized and tracked in the asset database system and charged to the 640100 G/L account.
3. All low value assets \$250 or greater but less than \$5,000 ( $< \$5,000$ ) are also tracked in the asset database system and charged to the 642300 G/L account.
4. Any assets below \$250 are tracked at the discretion of each college until the Geographical Information System (GIS) is implemented. Specially funded (SFP) assets and information technology assets have additional tracking and accounting considerations identified in sections 05-08 and 05-10 of the asset procedures.
5. Assets are recorded into the "Asset Master Record" in the financial accounting and procurement system to provide basic information for administrative and financial control and insurance valuation purposes. The Asset Master Record contains the following information:

- Asset purchased New or Purchased used
  - Business Area
  - Cost Center
  - Description
  - Amount (Value)
  - Fund and Fund Center
  - Inventory Number (inventory tag number)
  - Manufacturer
  - Plant
  - Quantity and Unit of Measure
  - Serial Number
  - Vendor
  - WBS Element
6. Assets are categorized into asset classifications for the purpose of capitalization and depreciation ([Asset Classifications](#)).
  7. The Associated Student Organizations and the Foundations are required to maintain their asset records in accordance with the district-wide asset management policies and procedures.
  8. The Bond Project Manager will maintain all bond assets and tag all bond equipment assets greater than or equal to \$75 ( $\geq \$75$ ) until completion or acceptance by the Board and the District assumes processing responsibility for these assets.
  9. Works of art include book collections, paintings, historical treasures, and other similar assets.

## **B. Physical Inventory**

1. Every three (3) years, the District Office and each college will perform a physical inventory of equipment. The results are reconciled with the asset equipment records in the asset database system. The responsibility for completion of a physical inventory for each college and the District Office rests solely at each location.

In collaboration with each college, the Asset Manager will coordinate the efforts for physical inventory with each college and the District Office to create an Inventory Plan district-wide.

## **III. DISPOSITION OF ASSETS**

### **A. Disposal of Surplus Furnishings and Equipment**

The District may dispose of personal property which is unusable, obsolete, or no longer needed. The College Vice President of Administrative Services or the Director of Business Services at the District Office shall be responsible for reviewing assets identified by staff as being obsolete, surplus, or scrap.

Disposition of assets will vary depending upon the category which the furnishings or equipment is classified; however, the following provisions must apply:



1. The College President or designee (Vice President of Administrative Services or Director of Plant Facilities) must approve all declarations of surplus property.
2. Any proposed disposal of the district owned furnishings and equipment, regardless of value, must be processed through the College Plant Facilities or the District Office Contracts and Purchasing Section, in accordance with Board policy and the requirements of the California Education Code. These departments will assist in the following:
  - a) Transfer claimed property to another location.
  - b) Determine the probable sale value of the college or District Office assets.
  - c) Process and/or post the asset item for offering to other District locations and then to the Public Surplus Auction website ([www.esurplusauction.com](http://www.esurplusauction.com)) in accordance with asset procedures.
3. Once an asset is approved internally for disposal and is being offered for disposal to an external party, the asset must be reported to the Board of Trustees and authorized for disposal prior to the transaction. However, if the asset is being disposed of through public surplus, the disposal approval by the Board may take place as a ratification item.
  - a) Assets approved for surplus will be posted internally for fourteen (14) calendar days for viewing by other District locations. The college/District Office will then post the available items via [www.esurplusauction.com](http://www.esurplusauction.com) for 14 calendar days. There is no limit as to how long the items can remain on [www.esurplusauction.com](http://www.esurplusauction.com). The money received from the sale shall be credited to gain/loss on sale of the asset income in the college Unrestricted General Fund.
  - b) District and college employees may bid on items posted for surplus except if the item posted for surplus originates for disposal at that employee's department at the college or District Office.

## **B. Transferring Assets**

1. Transfers of Assets from Building to Building:
  - a) All capital asset transfers greater than or equal to \$5,000 ( $\geq \$5,000$ ) must be updated and tracked in the asset database.
  - b) All low value asset transfers \$250 or greater but less than \$5,000 ( $< \$5,000$ ) must be tracked and updated in the asset database.
  - c) Assets up to \$250 may be tracked at the discretion of the college or District Office department.
2. Transfers of Assets from College to College:
  - a) All capital asset transfers greater than or equal to \$5,000 ( $\geq \$5,000$ ) must be updated and tracked in the asset database.
  - b) All low value asset transfers less than \$5,000 ( $< \$5,000$ ) must be tracked in the asset database.

### **C. Donations**

The donor of any non-cash donated asset must establish the value of the donated item. If the donor places no value on the asset, the District will place a reasonable value on the asset. The donated asset must follow the procedures set forth in section 05-04 of the procedures. The requisite donation form may be found on the following district website:

[http://albacore.laccd.edu/contracts/documents/LACC1022\\_Donation\\_Form.doc](http://albacore.laccd.edu/contracts/documents/LACC1022_Donation_Form.doc)

The College must report non-cash donated assets to the College Procurement Specialist for submission to the Board for approval and ratification.

### **IV. REGULATORY COMPLIANCE, BOARD RULES AND LEGAL CONSIDERATIONS**

[California Education Code Sections](#)

[California Education Code 81450 - 81460](#)

[Generally Accepted Accounting Principles \(GAAP\)](#)

[GASB Statement No. 34 and No. 35](#)

[Federal Regulation OMB A-110](#)

[Code of Federal Regulations](#)

[LACCD Board Rules, Chapter VII \(Business and Fiscal Services\), Article XI \(Environmental Protection\)](#)

[LACCD Board Rules, Chapter IX \(Campus Life\), Article I \(Student Organizations\)](#)

[LACCD Administrative Regulations:](#)

- [B-1 \(District Owned or Leased Vehicles\)](#)
- [B-10 \(Equipment and Inventory\)](#)
- [B-11 \(Write-Off of Assets\)](#)
- [E-17 \(Governance – Associated Student Organizations\)](#)

## ASSET CLASSIFICATIONS

Asset Class Number	Asset Classification	Life	Commitment Item (G/L Account)	Balance Sheet Account
1000	Land		611000	933100
1100	Land Improvements	15	611100	933119
1200	Infrastructure	15	611200	933129
2000	Buildings	50	620100	933200
2100	Building Improvements	20	620200	933210
2200	Leasehold Improvements	7	620300	933220
3000	Library Books and Reference Materials	7	633000	933300
4000	Aircraft and Vehicles	5	640100	934000
4010	Agriculture	7	640100	934000
4020	Audio Visual	7	640100	934000
4030	Computer Hardware - Mainframes	3	640100	934000
4040	Computer Hardware - PCs and Laptops	3	640100	934000
4050	Computer Equipment - Other	3	640100	934000
4060	Computer Software	3	640100	934000
4070	Culinary Instruction and Services	7	640100	934000
4080	Equipment Office	5	640100	934000
4090	Equipment - Other	7	640100	934000
4100	Furniture and Fixtures	7	640100	934000
4110	Health Services	7	640100	934000
4120	Musical Instruments and Accessories	7	640100	934000
4130	Reprographic and Graphic Arts	7	640100	934000
4140	Science	7	640100	934000
4150	Stage and Auditorium	7	640100	934000
4160	Telecommunications	7	640100	934000
4170	Vocational Arts and Instructional Equipment	7	640100	934000
4900	Low Value Assets - Furniture and Fixtures	0	642300	934900
4910	Low Value Assets - PCs and Laptops	7	649000	934900
4920	Low Value Assets - Equipment	7	649000	934900
5000	Works of Art	7	655000	935000
6000	Capital Leases – Buildings	50	652000	936000
6100	Capital Leases – Vehicles	5	652000	936000
6200	Capital Leases – Computer Mainframes	3	652000	936000
6300	Capital Leases – Computer Software	3	652000	936000
6400	Capital Leases – Equipment Office	5	652000	936000
6500	Capital Leases – Furniture and Fixtures	7	652000	936000
9000	Assets Under Construction	0	690000	939000



## **AM 05-01 ASSET MANAGEMENT RESPONSIBILITIES**

### **I. SUMMARY**

The purpose of this section is to articulate the processes and responsibilities of Asset Management in the coordination and management of the district-wide capital assets greater than or equal to \$5,000 ( $\geq \$5000$ ). The District Office and each college shall have the responsibility to maintain accurate asset records.

### **II. RESPONSIBLE DEPARTMENTS/OFFICES**

College Purchasing Office  
College Procurement Specialist  
District Contracts and Purchasing Section  
Receiving Department  
District Facilities Planning and Development Department / College Plant Facilities  
College Vice President of Administrative Services  
Office of the Chief Financial Officer  
District Asset Accounting Unit

### **III. RESPONSIBILITIES DEFINED**

#### **A. College Purchasing Office**

1. Handles any asset purchases under the state's identified bid threshold. The office must enter the purchasing document in the financial and procurement database asset class.
2. Creates an Asset Master Record in the financial and procurement database when purchasing an asset.
3. Charges the asset to the proper G/L account and identifies the appropriate asset class. (See Business Operations Policy 05-00, Management Policy, the Asset Classifications section for a listing of Asset Classification and corresponding G/L account numbers.
4. For colleges with decentralized purchasing, the responsibilities identified in this section shall fall upon the department purchasing the asset.

#### **B. College Procurement Specialist**

The College Procurement Specialist reviews the purchasing appropriateness of assets equal to or under the state's bid threshold. If an asset is equal to or greater than \$5,000 ( $\geq \$5000$ ) but less than the state's bid threshold, the College Purchasing Office initiates the procurement of the asset, and processes and updates the financial and procurement database.

### **C. District Contracts and Purchasing**

The District Contracts and Purchasing Section handles any asset purchases greater than or equal to the state's bid threshold. District Contracts and Purchasing also tracks capital leases for reporting purposes. (See Business Operations Policy AM-00, Asset Management Policy.)

### **D. Receiving Department**

1. Updates the Asset Master Record of an asset donated or purchased with information regarding its inventory tag, serial number and location upon physical receipt of the asset.
2. Tags all capital asset items and any low value assets (LVA) determined by the college to be tracked.
3. In collaboration with the District Office, conducts periodic physical inventories of all capital and low value assets.
4. Maintains the asset management inventory system by recording the disposal of surplus property and communicating the disposal to the Asset Accounting Unit for accounting purposes.
5. With prior approval from the Vice President of Administrative Services or the Director of College Facilities, removes the tag from the surplus and salvage property and identifies the change of status for the asset in the Asset Master Record.

### **E. District Facilities Planning and Development Department / College Plant Facilities**

1. District Facilities Planning and Development Department identifies assets purchased through its public works and maintenance projects.
  - a) Manages the project when the public works project is greater than or equal to the formal bid threshold set forth in the California Uniform Public Construction Cost Accounting Act (CUPCAA).
  - b) The College Facilities Office manages the project when the public works project is less than the formal bid threshold set forth in the California Uniform Public Construction Cost Accounting Act (CUPCAA).
2. Once a project is complete, the District Facilities Planning and Development Department or College Facilities Office must notify the Asset Accounting Unit and the District Facilities Planning and Development Department with a copy of the Notice of Completion of the project, in order for the Unit to properly account for the asset in the district-wide asset database.
3. The College Facilities Office is also responsible for purchasing assets for their own departmental use.
4. The District Facilities Planning and Development Department/College Plant Facilities office processes asset moves or transfers from location to location.

## **F. College Vice President of Administrative Services**

1. Coordinates and provides strategic direction for Asset Management at each college.
2. Authorizes all asset changes, including transfers, disposal, sale, surplus property and donation items.
3. At the District Office location, the Director of Business Services performs all the responsibilities that the Vice President of Administrative Services undertakes in managing the college assets.

## **G. Office of the Chief Financial Officer**

1. Communicates and provides all district-wide policies and procedures on accounting of all assets.
  - a) Coordinates with each college to ensure accuracy of all financial records and oversees overall district-wide compliance with the established asset policies and procedures.
  - b) Oversees periodic district-wide physical inventory of all assets to ensure accuracy of asset records.
  - c) Provides district-wide reconciliation of inventory results and asset changes with the existing records in the financials and procurement databases.

## **H. Asset Accounting Unit**

1. Maintains asset classifications and records.
  - a) Ensures that financial accounting procedures are in place for asset management control, asset requirements and acquisitions, asset losses, screening and disposition.
  - b) Reconciles all assets in the financial general ledger and adheres to established financial accounting policies and procedures.
2. Upon completion of the sale or disposal of the asset, books any net gain or loss to the Unrestricted General Fund.

## **I. District Employees**

All District employees issued portable asset devices shall be responsible for following the asset on loan process identified in section 05-10 prior to checking out any asset items, ensuring proper usage of the equipment for work purposes and returning such asset items issued to them upon conclusion of the project(s) for which issuance of the asset was intended or the employee's permanent departure from the District.

## **IV. BOARD RULES, LEGAL CONSIDERATIONS AND RELATED PROCEDURES**

[Accounting Advisory No. 2001-01](#): Implementation of GASB Statement No. 34 and No. 35  
[GASB Statement No. 33, Accounting and Financial Reporting for Non Exchange Transactions](#)

California Community College Budget and Accounting Manual



## AM 05-02 ASSET MANAGEMENT INTERNAL CONTROLS

### I. SUMMARY

The purpose of this procedure is to ensure that all district-wide employees comply with the asset management internal control process that embraces all activities after the receipt and tagging of the asset. This includes the initial movement to the end-user, accountability, asset movements and transfer of accountability, record updates, storage, utilization, maintenance, donations, disposal and shipments.

### II. GENERAL

- A. District-owned capital assets, regardless of funding or source, are subject to the [Generally Accepted Accounting Principles \(GAAP\)](#) and [General Accounting Standards Board \(GASB\)](#) requirements. The accounting for District assets will be accomplished as follows:

Assets are entered through the Asset Master Record in the financial accounting and procurement database. (See Business Operations Policy AM-00, Asset Management Policy.)

1. All capital assets greater than or equal to \$5,000 ( $\geq \$5,000$ ) must be updated and tracked in the financial accounting and procurement database when they are transferred.
  2. All low value assets between \$250 and \$5,000 ( $< \$5,000$ ) will be recorded when transferred. Any assets below \$250 will be left to the discretion of each college to track the transfers.
- B. In order to ensure adequate internal control of assets, the Chief Financial Officer in collaboration with the Director of Business Services will ensure that the following steps are taken:
1. Provide an asset management program that monitors the life cycle of property from requirements and budgeting to retirement and disposal.
  2. Establish business policies and procedures to ensure custodial and financial monitoring of all assets.
  3. Provide training in business practices and maintain ongoing communication with responsible departments.
  4. Maintain documentation of asset systems that includes business rules for the financial accounting and procurement system and other asset-related software and scanner programs.
  5. Enforce all asset policies, procedures and responsibility assignments to ensure that all required data elements are input into the financial accounting and procurement system accurately and in a timely manner.

6. Review annually a sampling of master data records to ensure quality and reliability of information. This process may include assistance by the internal auditors to perform the following:
  - a) *Floor to record* – verify that all selected assets are on record and all required data elements are accurate for each asset. Identify missing elements and determine why. Quantify and track errors.
  - b) *Record to floor* – verify that all selected assets are physically located. Record how many assets were found in the proper location, used by the assigned office, and how many were not found, or not used by the assigned office.
7. Verify the inventory was performed and results were accurately recorded and reported in the system.
8. Verify that all disposition items have been retired from the records.
  - a) Monitor all transfers and moves and match notifications of transferring to recipient organizations prior to change of accountability in the system.
  - b) Ensure the proper paperwork is completed and approved for both the physical shipment through receiving and for the record retirement when the asset is moved off site to a permanent change of ownership.
  - c) Monitor and assist transfers for program transfers.
9. Monitor the physical control of assigned assets in custody and ensure asset movement of tagged assets in financial accounting and procurement database is updated for movements: (1) to and from cost centers (activity codes), (2) to and from buildings, and (3) from active asset to storage or repair to an external party.
  - a) Ensure the Asset Transfer Form is processed properly before any asset move.
  - b) Ensure an asset is moved only when proper authorization has been obtained in writing. Assets must be relocated within a reasonable period of time of receiving the authorized request.
  - c) Permanent move – moves which intend to relocate an asset for greater than 90 days shall require and Asset Transfer Form to ensure a location update on the asset database occurs.
  - d) Temporary move – moves which intend to relocate an asset for less than 90 days shall require a work order authorized by the Director of College Facilities or designee.
10. Ensure assets are used for their intended purpose. When the intended purpose is no longer valid or required, provide the process for screening and re-utilization of the asset. (See Business Operations Policy AM 05-00, Asset Management Policy.)
11. All Colleges and the District Office shall require any employee issued a portable asset device to follow the asset on loan process identified in section 05-10 prior to receiving the asset.
12. Oversee that all assets purchased from specially funded grants are tracked in compliance with the grant or funding requirements as stated in section 05-08.



### **III. BOARD RULES AND LEGAL CONSIDERATIONS**

[Generally Accepted Accounting Principles \(GAAP\)](#)

[Government Accounting Standards Board \(GASB\)](#)

[LACCD Administrative Regulation AO-17, Acceptance of Grants, Bequests, Trusts,  
Donations and Gifts through College Auxiliary Organizations](#)

Education Code Sections 81550-81560



## AM-05-03 ASSET DEFINITIONS AND CAPITALIZATION THRESHOLDS

### I. SUMMARY

This procedure defines what are capital assets, low value assets, and provides policies regarding capitalization thresholds, and identification of supplies and equipment, including computer software. More detailed information on specific asset transactions can be found in the succeeding sections.

### II. DEFINITIONS

**A. Capital Assets** - Capital assets are classified as real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of one year or more. Capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructures, and all other tangible and intangible assets that are used in operations and that have initial lives extending beyond a single reporting period (a year).

**B. Low value assets** – Assets classified as personal property that are less than \$5,000. Assets below \$250 are tracked at the discretion of each college. Colleges shall set forth a specific policy statement defining whether assets below \$250 shall be tracked in the system as low value assets.

**C. \*Depreciation methodology** – The annual charge to expenditures that results from a systematic and rational allocation of costs over the life of an asset – historical cost divided by useful life of the asset. There exist several types of depreciation methodologies for assets. The method utilized by the District is the straight line method which incorporates useful life of the asset with its cost allocation based on the asset type or class. Assigned depreciation methodology for major asset types are identified specifically in each asset definition.

#### D. Types of capital assets

1. **Land** - Land is the surface of the earth, which can be used to support structures, or may be used to grow crops, grass, shrubs, and trees. Land is characterized as having an unlimited useful life (indefinite).

**\*Depreciation methodology** – Land does not depreciate over time.

- a. **Land improvement** - Land improvements consist of betterments, site preparation and site improvements (other than buildings) that prepare the land for its intended use. Land improvements do not include roads, bridges,



pipelines, etc. These improvements are classified as as infrastructure on the land.

**b. Examples of costs attached to capitalized land and land improvements**

- Purchase price or fair market value at time of gift
- Commissions
- Professional fees (title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
- Interest on mortgages accrued at date of purchase
- Accrued and unpaid taxes at date of purchase

***Other costs incurred in acquiring the land:***

- Land excavation, fill, grading, drainage
- Removal, relocation, or reconstruction of property of others (railroad, telephone and power lines) to facilitate construction.
- Right of way

**2. Buildings** - A building is a structure that is permanently attached to the land, is not infrastructure, and is not intended to be transportable or moveable.

- a. Building Improvements** – A building improvement is a capital construction costs that materially extends the useful life of a building or increases the value of a building, or both. A building improvement should be capitalized as a betterment and recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold, and the expenditure increases the life or value of the building. The cost of demolition of existing buildings and improvements (less salvage) should also be factored in the expenditure of the asset.

**\*Depreciation methodology** – the straight-line depreciation will be used for buildings, building improvements and its related components. Any subsequent improvements that change the use or function of the building shall also be depreciated. This may be accomplished by:

- depreciating the addition separately over its useful life, not to exceed the useful life of the primary asset
- adding the value of the improvement to the net asset value of the original asset and assigning a new useful life.



**b. Examples of Expenditures to be Capitalized as Buildings**

**(i) Purchased Buildings**

- Original purchase price
- Costs for remodeling, reconditioning or altering a purchased building to make it ready to use for the purpose for which it was acquired
- Environmental compliance (i.e., asbestos abatement)
- Professional fees (legal, architect, inspections, title searches, etc.)
- Payment of unpaid or accrued taxes on the buildings to date of purchase
- Cancellation or buyout of existing leases
- Other costs required to place or render the asset into operation.

**(II) Constructed Buildings**

- Completed project costs
- Cost of excavation or grading or filling of land for a specific building
- Costs incurred for the preparation of plans, specifications, blueprints, etc.
- Cost of building permits
- Professional fees (architect, engineer, management fees for design and supervision, legal)
- Costs of temporary buildings used during construction
- Unanticipated costs such as rock blasting, piling, or relocation of the channel of an underground stream
- Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building
- Additions to buildings (expansions, extension, or enlargements)
- Tiered Parking Structures.

**(III) Componentization Of Buildings**

- SHELL-Same as constructed buildings above
- SERVICE SYSTEMS- Electrical and lighting systems, heating, ventilation, air conditioning, HVAC, plumbing, fire protection systems and elevator systems
- FIXED EQUIPMENT- sterilizers, casework, fumehoods, cold rooms. Please also review procedures on "Furniture, Fixtures and Equipment"



## Examples of Expenditures to be Capitalized as Improvements to Buildings

**Note:** For the replacement of part of a building to be capitalized, it must be a part of a major repair or rehabilitation project, which increases the value and/or useful life of the building, such as renovation of a student center. A replacement may also be capitalized if the new item/part is of significantly improved quality and higher value compared to the old item/part such as replacement of an old shingle roof with a new fireproof tile roof. Replacement or restoration to original utility level would not be capitalized. Determinations must be made on a case-by-case basis.

- Conversion of attics, basements, etc. to usable office, research, or classroom space.
- Structures **attached** to the building such as covered patios, sunrooms, garages, carports, enclosed stairwells, etc.
- Installation or upgrade of heating and cooling systems, including ceiling fans and attic vents
- Original installation/upgrade of floor, wall or ceiling covering such as carpeting, tiles, paneling, or parquet.
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing
- Installation or upgrade of window or door frame, upgrading of windows or doors, built-in closet and cabinets
- Interior renovation associated with casings, baseboards, light fixtures, ceiling trim, etc.
- Exterior renovation such as installation or replacement of siding, roofing, masonry, etc. that extends the life of the building
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, wiring required in the installation of equipment (that will remain in the building)
- Other costs associated with the above improvements.

**c. Construction In Progress/Assets Under Construction** - Construction work in progress reflects the economic construction activity status of buildings and other structures, infrastructure (highways, energy distribution systems, pipelines, etc.), additions, alterations, and reconstructions that are substantially incomplete.

\*Depreciation Methodology“- Depreciation is not applicable while assets are accounted for as under construction or a work in progress.

**d. Building Maintenance** – Maintenance performed on a building which does not add value to the building. Maintenance is defined as routine, recurring and



usual work for the preservation and protection of any publicly owned, publicly operated or publicly leased facility for its intended purpose.

The following are examples of expenditures **not** to capitalize as improvements to buildings. Instead, these items should be recorded as maintenance expense.

- Adding, removing and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- Improvement projects of minimal or no added life expectancy and/or value to the building
- Plumbing or electrical repairs
- Cleaning, pest extermination, or other periodic maintenance
- Interior decoration, such as draperies, blinds, curtain rods, wallpaper
- Maintenance-type interior renovations, such as repainting, touch-up plastering, replacement of carpet, tile or panel sections; sink and fixture refurnishing, etc.
- Maintenance-type exterior renovations, such as repainting; replacement of sections of deteriorated siding, roof, or masonry sections that doesn't extend the useful life of the building
- Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new one of the same type and performance capabilities
- Any other maintenance-related expenditure which does not increase the value of the building.

- 3. Infrastructure** - Assets that are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are often linear and continuous in nature (e.g. electric, water and gas lines).

**\*Depreciation methodology** - The straight-line depreciation method will be used for infrastructure assets.

**a. Infrastructure improvements –**

Infrastructure improvements are capital events that materially extend the useful life or increase the value of the infrastructure, or both. Infrastructure improvements should be capitalized as betterments and recorded as an addition of value to the infrastructure if the improvement or addition of value meets the capitalization threshold and increases the life or value of the asset by a significant amount relative to the original cost or life period.



**b. Jointly funded infrastructure –**

Infrastructure paid for jointly by the state and other governmental entities should be capitalized by the entity responsible for future maintenance.

**c. Examples of Expenditures to be Capitalized as Infrastructure**

- Roads, streets, curbs, gutters, sidewalks, fire hydrants
- Drainage facility
- Water wells (includes initial cost of drilling, the pump and its casing)
- Light system (traffic, outdoor, street, etc.)
- Electric, water and gas (main lines and distribution lines, tunnels).

- 4. Leasehold improvements -** Construction of new buildings or improvements made to existing structures by the lessee, who has the right to use these leasehold improvements over the term of the lease. These improvements **will revert to the lessor** at the expiration of the lease. Moveable equipment or office furniture that is not attached to the leased property is not considered a leasehold improvement. Leasehold improvements do not have a residual value.

\* Depreciation Methodology - Leasehold improvements are capitalized by the lessee and are amortized over the shorter of (1) the remaining lease term, or (2) the useful life of the improvement. Improvements made in lieu of rent should be expensed in the period incurred. If the lease contains an option to renew and the likelihood of renewal is uncertain, the leasehold improvement should be written off over the life of the initial lease term or useful life of the improvement, whichever is shorter.

- 5. Furniture, Fixtures and Equipment (FF & E) -** Fixed or movable tangible assets to be used for operations, the benefits of which extend at least one year from date of acquisition and placement into service. Improvements or additions to existing equipment and fixtures that exceed the capitalization threshold and increase the value or life of the asset by a significant amount relative to the original cost or life should be capitalized as a betterment and recorded as an addition of value to the existing asset.

**Note:** Costs of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, should be capitalized as a part of prepaid assets (i.e. prepaid costs) and amortized over the term (life) of the related warranty or maintenance agreements.



**a. Jointly Funded Personal Property –**

Capital Equipment and fixtures paid for jointly by the state and other governmental entities should be capitalized by the entity responsible for future maintenance.

**b. Capitalization Threshold**

The capitalization threshold for capital equipment and fixtures is a per unit acquisition cost of at least \$5,000 and an estimated life of at least one year.

**\*Depreciation Methodology** -The straight-line depreciation method will be used for capital equipment and fixtures.

**c. Examples of Expenditures to be Capitalized as capital equipment and fixtures**

- Original contract or invoice price
- Freight charges
- Import duties
- Handling and storage charges
- In-transit insurance charges
- Sales, use, and other taxes imposed on the acquisition
- Installation charges
- Charges for testing and preparation for use
- Costs of reconditioning used items when purchased
- Parts and labor associated with the construction of equipment.

**d. Single asset** - A simple asset that does not have more than one component part and is assigned a single asset number with one bar code inventory tag. An example of a single asset is a table or chair.

**e. Complexed asset** - A complexed asset has multiple components and requires the various components in order for the asset to function as designed. A primary asset number is assigned to the complex asset if all its component parts are charged to one fund center at the same time. If components are charged to different fund centers then each component shall be assigned a sub-number to track the components. Subsequent acquisition or additions to component parts to an existing asset are tagged using a sub asset number. An example of a complex asset is a modular cubicle unit. Please see Section 05-04 regarding "Asset Acquisition" for further clarification of these definitions.

**f. Special Asset Cases -**

- (i). **Computer software** - Computer software is an intangible asset that is subject to capitalization. Computer software can be an integral part of a system, it can be purchased or licensed from external vendors, or it can be developed and created in-house.

When software is an integral part of and is essential to the functionality of a larger system and/or the vendor has not separately identified its cost, the





software's costs should be capitalized as part of the system. When software is separately purchased or licensed, it should be capitalized as an asset if its cost is greater than \$5,000. A group license (i.e., installed on a local area network server or a wide area network server) would be reported as one capital asset.

However, not all software costs should be capitalized. Cost related to the conceptual process involved in selecting the software, as well as training and data-conversion costs, should not be capitalized. Maintenance agreements associated with software should also be expense, unless maintenance is original part of the initial software purchase and its cost is not separately identified. Software obtained under a recurring license that must be renewed annually should not be capitalized.

Computer software valued at below \$2500 per unit is considered software supply.

(ii) Internal Use Software Definition

For software to be considered for internal use, it must meet the following tests:

- The software must be acquired, internally developed or modified solely to meet the college/university's internal needs, **and**
- During the software's development or modification, the college/university must not have a substantive plan to market the software externally to other organizations.

Costs associated with the preliminary project and the post-implementation/operating phases should be expensed as incurred. Internal and external costs associated with the application development phase should be capitalized. General and administrative costs and overhead expenditures associated with software development should not be capitalized as costs of internal use software.

(iii) Depreciation Methodology

The straight-line depreciation method will be used for software developed or obtained for internal use. Given the history of rapid changes in technology, software will be amortized over a relatively short useful life. Fully depreciated software that has been either replaced or is no longer in service or is considered obsolete, may be removed from the capital assets inventory and accounting records, even if the campus has not physically disposed of the software.

Intellectual Property –



Intellectual property includes patents, copyrights, trademarks and franchises.

- g. Capital equipment lease-** A capital equipment lease is an agreement which permits use and purchase of capital equipment and spreads out payment for the equipment for an agreed upon period of time. At the end of the payment period, the purchaser usually obtains title to the equipment. More detailed information on capital equipment leases can be found in section 05-04 regarding "Asset Acquisition."

**6. Library Books and Reference Materials** - A library book is generally a literary composition bound into a separate volume and identifiable as a separate copyrighted unit. Library reference materials are information sources other than books which include journals, microforms, audio/visual media, computer-based information, manuscripts, maps, documents, and similar items which provide information essential to the learning process or which enhance the quality of academic, professional or research libraries. Changes in value for professional, academic or research libraries may be reported on an aggregated net basis.

- a. Library Characteristics -A professional, academic or research library normally has one or more of the following characteristics:
- Internal controls are in place in lieu of central property management.
  - Information is housed in a centralized location.
  - Physical security measures are in place to protect the assets.
  - Checkout procedures and policies exist and are used.
  - Individual item costs and supplemental information is generally contained in a supplemental database.
  - Volumes assigned to libraries are typically available to employees, students, and other individuals for checkout or use.
  - Existence of the library helps the entity fulfill its mission.
  - The value is material to the organization.
  - Equipment assigned to libraries typically remains under central security for on-premises use.

A library may be reported on a composite basis by making net adjustments to total value to reflect increase or decrease in total value. Net adjustments must be made at least once annually by the close of the fiscal year.

\*Depreciation Methodology - Library books should be capitalized at their purchase price and depreciated over their estimated useful life (10 years is suggested). Purchases of library books can be grouped by year and depreciated on an aggregate basis.



- b. Capitalization Threshold - All purchases of books and materials for a professional, academic or research library should be capitalized, as there is no minimum dollar amount. Library acquisitions are valued at cost or other reasonable basis; deletions are valued at annually adjusted average cost. The library maintains records of all books and other library items, which suffice as detailed inventory records. Books, periodicals, subscriptions and other materials purchased but not used in a library should be expensed unless they constitute a capital event.
- c. Examples of Expenditures to be Capitalized as Library Books
  - Invoice price
  - Freight charges
  - Handling
  - In-transit insurance charges
  - Electronic access charges
  - Reproduction and like costs required to place assets in service, with the exception of library salaries.

**7. Works of Art** - Works of art and historical treasures are defined as collections or individual items of significance that are owned by a state agency which are not held for financial gain, but rather for public exhibition, education or research in furtherance of public service; and are protected and cared for or preserved and subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collection.

- a. **Exhaustible collections or items** – items whose useful lives are diminished by display or educational or research applications.
- b. **Inexhaustible collection or items** – where the economic benefit or service potential is used up so slowly that the estimated useful lives are extraordinarily long. Because of their cultural, aesthetic, or historical value, the holder of the asset applies efforts to protect and preserve the asset in a manner greater than that for similar assets without such cultural, aesthetic, or historical value.

**E. General Ledger (G/L) Accounts** – Accounts established in the District's general ledger that reflect the enumerated asset values within its ownership when an asset is acquired by the organization. The asset accounts are reported in the District's comprehensive financial statement at the end of the fiscal year.

- 1. 640100 – Any equipment type single item \$5,000 or greater (should be tagged, capitalized, and depreciated over the life of the asset and entered as category "A" in SAP)
- 2. 642300 – Any facilities single line item \$250 to \$4,999 (should be tagged and inventoried, but not capitalized and entered as category "A" in SAP)
- 3. 652000 – Any lease with option to buy \$5,000 or greater (will be capitalized and entered as category "A" in SAP)
- 4. 452100 or 452300 – supplies or equipment whose any single line item is less than \$250.
- 5. 452200 – software supplies



6. 562300 – rental of software

**F. Bar Code Inventory Tag** – The adhesive tags affixed to an asset reflecting its unique bar code data for scanning and tagging for inventory purposes. A bar code inventory tag is not the asset number assigned to the asset when a master asset record is created in the financial and procurement database.

**G. Asset Number** – When an asset master record is created in the financial accounting and procurement database, the system will assign a unique asset number to the asset for tracking purposes. This is not the bar code inventory tag number.

**H. Asset Master Record** – When an asset is entered into the financial and accounting database, the system requires and the user establishes an asset master record. The asset master record contains data on the asset such as description, bar code inventory tag number, vendor/manufacturer, depreciation life, location, warranty information, make, model and serial number of the asset.

**I. Asset Manager** – The position responsible at the district-wide level for coordinating, collaborating and overseeing the daily operations of the asset management program at the Los Angeles Community College District. The Asset Manager with the Vice President of Administrative Services at the college location work closely together to ensure asset management procedures are strictly adhered to. The Vice President of Administrative Services at each college location may identify asset coordinators to assist the Asset Manager in the local efforts to ensure asset management processes are also followed.

**J. Public Surplus** – Public Surplus is the on-line public auction website that the District utilizes to transact the public sales of any assets identified to be surplus and no longer of use to the colleges and District Office.

## **V. BOARD RULES, LEGAL CONSIDERATIONS AND RELATED PROCEDURES**

GASB 34 and BASB 35, California Community College Budget and Accounting Manual



## AM-05-04 ASSET ACQUISITIONS

### I. SUMMARY

This procedure details the acquisition type transactions of equipment assets that include donations, exchanges and transfers. Procedures relating to acquisition of real estate assets are found in the Facilities Section. Assets acquired through federally funded programs or specially funded grants shall be addressed in Section AM-05-08

### II. TYPES OF TRANSACTIONS

#### A. Purchase

##### 1. Capital Equipment

Assets can be acquired through purchases at a single unit, bundle or lot. Assets whose single unit value is greater than or equal to \$5,000 ( $\geq \$5,000$ ) are classified as capital assets. Assets can be real property (including land, building, building improvements, infrastructure), equipment assets (including furniture, fixtures, equipment and other durable/non-supply items), historical treasures and collections of art.

When purchased as a bundle or a lot, capital equipment assets must be created according to the following procedures:

- a) Bundle – A variety of assets purchased together that have different and individual values attached but are procured and used together as one (set or system). An example of bundled assets are systems furniture such as a cubicle unit. A main asset number with sub-numbers and a single inventory bar code tag is issued to the bundle as one asset even though there exist different values on the bundled parts. A procurer of the bundled asset should identify each asset in the bundle with an asset sub number with no value on the *Purchase Order* (PO) when creating the asset in the financial and procurement database.
- b) Lot – A grouping of multiple identical items with the same unit value. Specifically, multiple identical equipment items which have the same value charged to the same cost center in the same purchase transaction. This situation arises when new computers are purchased to replace an entire computer lab. An asset record must be created for each item with unique asset inventory bar code asset tags provided..
- c) Single asset – An asset that only has a single part such as a table or chair. A simple asset must be assigned to a single asset number and has no sub-asset numbers. This asset is tagged with one inventory bar code tag .
- d) Complex asset – A complex asset has component parts that must have all component parts to be functional or useful. The complex asset must be treated as



one asset and assigned one asset number. Any component parts acquired at the time of purchase of a complex asset must be assigned with the same asset number and be tagged as one main asset number, if all components are charged to the same account (same fund center). When there are different accounts charged to purchase the asset components, the sub-asset numbers are used to track these component parts. These component parts are also tagged with one inventory tag number. An example of a complex asset would be a modular workstation.

2. **Low Value Asset** – Low value equipment asset is an equipment asset purchase with a value at \$250 to \$4,999. Although low value assets are not capitalized, these assets are tracked for custodial and loss prevention purposes.

### 3. Capital Equipment Lease

- a) A lease is considered a capital lease if it meets any **one** of the following criteria:
- (1) The lease transfers ownership of the property to the lessee by the end of the lease term.
  - (2) The lease contains an option to purchase the leased property at a bargain price.
  - (3) The lease term is equal to or greater than 75 percent of the estimated life of the leased property (for example, the lease term is six years and the estimated life is eight years).
  - (4) The present value of rental and other minimum lease payments equals or exceeds 90 percent of the fair value of the leased property less any investment tax credit retained by the lessor (for example, the present value of the rental and other minimum lease payments equals \$9,000 and the fair value is \$10,000).

**NOTE:** The last two criteria (3) and (4) are not applicable when the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property.

- b) Capital Lease assets under the Lease Agreement other than real property leases must be created as assets and tagged-
- c) Once an approved *Request for Contract* (RFC) for a capital lease is entered in the procurement database, the capital lease will be identified by the District Contracts and Purchasing Section as a capital lease and a contract via the **Create Purchase Order** screen.
4. **Software Purchase or License** – Computer software is an intangible asset and is subject to capitalization if the purchase price is \$5,000 or greater. Computer software can be an integral part of a system; it can be purchased or licensed from external vendors, or it can be developed and created in-house. When software is an integral part of and is essential to the functionality of a larger system and/or the





vendor has not separately identified its cost, the software's costs should be capitalized as part of the system. When software is separately purchased or licensed, it should be capitalized as an asset if its cost is greater than \$5,000. A group license (i.e., installed on a local area network server or a wide area network server) would be reported as one capital asset. Computer software value less than \$2,500 shall be purchased as computer software supplies.

## B. Donation

Prior to any donation acceptance, the procurer of the donated item must follow the specific requirements stated in section 04-14 of the Procurement Policies and Procedures and receive approval from the College President or designee in accordance with the section.

Non-cash donated assets whose value is greater than or equal to \$5,000 ( $\geq \$5,000$ ) is to be capitalized and reported. If no value is placed on the asset upon receiving and acceptance by the District, the District may establish the value using acceptable industry standards if the value reported upon the donation is determined to be unrealistic.

The Receiving Department shall create the initial Asset Master Record by entering the donation as a new asset in the asset database utilizing the transaction AS01 when the asset is physically received and tagged. Receiving shall also report the donation to the Accounting Asset Unit using the *Asset Change Request* form in order for the Asset Unit to place value on the donated item.

Finally, the donation of the asset must be reported to the Board for acceptance by the College Vice President of Administrative Services.

## C. Exchange

Capital asset exchanges can direct exchanges of similar assets or non-similar assets. For the exchange of similar assets (the same major asset class exchange, such as a car for a car), the asset received should be reported at the net book value of the asset traded or exchanged. Equal value exchange transactions are defined as reciprocal transfers. That is, each party receives and provides something of approximate equal value. An example of this type of transaction would be one parcel of land for another similar parcel or equipment for a similar type of equipment in the same asset class.

A non-monetary asset is valued at the time of receiving with the outside agency. If exchange is a like exchange, the asset needs to be recorded with the new asset value and delete the old asset value in the Asset Master Record. The net change of the value of an asset will be handled by the Accounting Asset Unit. The following information is needed as follows:

- Records of the capital asset from the exchange agencies using the same net book value and funding source at the time of transfer
- Completed and approved Asset Change Request Form.



## D. Transfer

There exist two types of asset transfers:

- A physical transfer is the permanent or temporary relocation of or the exchange of physical custody of an asset between locations.
  - A cost center transfer includes the relocation of an asset value from one department or location cost center to another.
- a) In order for an asset transfer to occur, an *Asset Change Request* form must be completed to transfer assets on the following cases:
- One building to another building at the same campus or location
  - One location to another location (college to college transfer or college to District Office)
  - One cost center to another cost center
  - One WBS element to another WBS element

For all transfers of assets, the acquiring Receiving Department must update the change in the physical location in the Asset Master Record through the financial and procurement database and the Accounting Asset Unit should update the change in cost center in the Asset Master Record.

## III. PROCEDURES

### A. Purchase

1. An asset may be purchased in the procurement system by either creating a Purchase Requisition (PR) or Purchase Order (PO) in the system. Typically, any asset purchasing transaction up to \$5,000 can be entered as a direct PO. When a PO or PR is entered in the system, the requestor must identify the asset in the "item category" field with an "A" denoting an asset. As the requestor completes the purchase, the system will simultaneously ask the requestor to also create an asset master record for the purchased assets. Much of the data entered by the requestor in the purchase transaction will be transferred into the asset record by the system. However, no asset value will be posted to the master record (AS01) at that time. Once the purchase transaction is complete, the system will provide the requestor with a purchase document number and a uniquely identified asset number generated by the system on the master record.
2. When the asset is delivered by the vendor, the Receiving Department shall complete a goods receipt in the purchasing system. In addition, the Receiving staff will tag the item and complete the asset master record by entering the inventory tag number, serial number (if applicable) and location of the asset. When the goods receipt is entered for the PO, then the acquisition value of the asset is posted to the master record.





3. At the end of the month, the depreciation for all assets acquired will be depreciated in a month end process when depreciation is run. At the District, there exists two depreciation Areas: Fund (01), which fully depreciates an asset in the first depreciation run and GASB depreciation – based on the Governmental Accounting Standards Board (05) depreciation which depreciates based upon the useful life of the asset .

**Note:** In depreciation area 01, all assets get fully depreciated. If any assets have to be returned after the depreciation run occurred, the system will generate an error message telling you that “asset XXXX – negative value” and stop you from processing the reversal of the Goods Receipt. To avoid this error, a reversal of the GR must be done by the Receiving Department in the same month.

#### B. Donations

1. When a donated asset is offered by a donor, the Vice President of Administrative Services must ensure that the appropriate donation process identified in section 04-14, including completion of the donation form, screening (if applicable) and receipt of necessary approvals occur. Moreover the acceptance of the donation must also be ratified by the Board of Trustees. A copy of the completed and approved donation form should be sent to the Receiving Department.

2. Once the donation acquisition process is complete, the Receiving Department must tag the donated item with an inventory bar code tag. It must also create the new asset master record for the item in the asset database by entering an asset record through the transaction AS01. The Receiving Department shall identify at a minimum the description of the asset, manufacturer (if possible), quantity, condition, location, serial number (if applicable) and tag number.

3. Once the master record is entered and completed in the system, the Receiving Department shall provide a copy of the donation form to the Asset Accounting Unit which shall identify the assets bar code tag number with the system generated asset number.

4. The Asset Accounting Unit shall enter the asset value identified in the donation form by posting the asset value through the FB01 transaction. The entry will be debited to the asset number and a credit to the cash account will occur.

5. Similar to assets purchased via a PO/PR transaction, the asset will be depreciated at the end of the same month according to the asset type and useful life.



### C. Transfer/Exchange

1. An asset master record change request must be processed by the transferring location. The receiving location must update the asset master record through the AS02 transaction in its campus receiving department. The receiving location shall record the asset # on the Asset Change Request form and submit to Asset Accounting Unit at the District.

- a. The Asset Accounting Unit shall transfer value and the depreciation from the transferring asset to the receiving asset using transaction code ABUMN - Transfer within Company Code.
- b. Similar to other asset transactions, the remaining undepreciated portion of the transferred asset will be depreciation according to its useful life as set forth by the GASB depreciation area. For fund depreciation area, the asset is fully depreciated at the transferring location.

### B. Asset Change Request Form:

The Asset Change Request Form is the primary document utilized in the transfer and disposition of an asset. The form can be found in the following website link:

## IV. DEPRECIATION OF ASSETS

Depreciation is defined as the allocation of cost of an asset over a period of time for accounting and tax purpose. All assets have a useful life over a defined period. All capital assets (except land but including building and equipment) will depreciate over the remaining life of the asset. The exchange or donated asset may come with a remaining useful life. See section 05-00, Asset Management Policy, for the useful life for each asset class used for the District defined asset class (life of the asset and applicable G/L account).

The Asset Accounting Unit will run the depreciation every month which automatically books the value in the financial and procurement database.

## V. FORMS / SAP TRANSACTIONS

*Asset Change Request Form*  
*Request for Purchase (RFP)*  
*Purchase Order (PO)*  
*Donation Form*



## **VI. BOARD RULES, LEGAL CONSIDERATIONS AND RELATED PROCEDURES**

SAP GO LIVE PROCUREMENT BULETIN

PROCUREMENT BUSINESS OPERATIONS POLICIES AND PROCEDURES



## **AM 05-05 ASSET SCREENING**

### **I. SUMMARY**

The purpose of this procedure is to ensure all furniture and equipment type assets are adequately screened prior to disposition and all asset losses are accounted for in accordance with state and federal regulations, financial audit requirements, applicable accounting pronouncements, and in a manner that adequately supports the maximum recovery of Los Angeles Community College District's (LACCD's) costs associated with these assets.

### **II. PROCEDURE**

#### **A. Asset Screening**

Asset screening is a process of physically inspecting property or reviewing lists of equipment reports to determine if like equipment might already be on campus and available for use or whether equipment is needed to be screened for disposal or replacement.

1. Each department acquiring new assets shall undertake screening of like equipment prior to purchase of new equipment.
2. Each department will annually review the use of inventoried equipment. Any equipment which is either temporarily (not in use for 2 years) or permanently not being utilized must be reported as surplus for transfers or public auction.

To ensure that asset lists can appropriately be used for screening purposes each department is also responsible to:

- a) Safeguard its equipment and other assets assigned to their department, including items no longer needed.
- b) Report any disposals or transfers of assets in asset database within five (5) business days of disposal or transfer to the College Vice President of Administrative Services or the Director of Business Services at the District Office.
- c) Ensure that all assets acquired are properly recorded in the asset database.

- d) When purchasing new assets, departments should consider what arrangements must be made to handle disposition of the old assets and must ensure that new assets are received, tagged, and recorded in the database by the college Receiving Department.

## **B. Storage and Movement of Assets**

When asset (equipment) is not in use but required for authorized future use, it must be stored in accordance with sound management practices including adequate protection from theft, misuse, corrosion, contamination, and damage to sensitive parts. Notation of the storage location will be made on asset inventory records. Assets may be moved to off-campus sites only with prior approval(s) from the college Vice President of Administrative Services and/or the Director of College Facilities. A shipping document, transfer document, or similar written instrument of accountability must be processed and the record retained by the transfer department prior to movement and storage.

## **C. Asset Losses, Damage or Destruction (LDD)**

1. **Theft** - In the event of theft or loss of any capital asset, the person responsible for safeguarding the asset must do the following:
  - a. Notify supervisor and the on campus Sheriff's Office or local law enforcement authority and complete a police report.
  - b. Contact and coordinate with Risk Management to supply any additional pertinent information required for insurance claim filing.
  - c. Notify the College Vice President of Administrative Services or the Director of Business Services at the District Office to assist in the identification of weaknesses in security that may have contributed to the occurrence.
  - d. Asset losses incurred by the College or the District Office may not always be replaced by property insurance. In almost all cases, the location where the asset loss occurred is responsible for the asset replacement. If the College is tracking low value assets, the theft must be reported.
  - e. Complete and submit a copy of the approved *Asset Change Request - Disposal* form to the Receiving Department with a copy to the District Accounting Department – Asset Unit for missing, stolen or unaccounted for capital assets. If stolen, also send a copy of the police report within four (4) business days of the occurrence.

- In completing the *Asset Change Request - Disposal* form, identify those situations involving possible employee theft or negligence.
- An *Asset Change Request - Disposal* form is used to update the Asset Master Record for all capital assets greater than or equal to \$5,000 ( $\geq \$5,000$ ). Select **Theft** or **Loss**, as applicable, from the drop-down list box of the **Disposition Change** field.

**2. Damage or Destruction** – In the event of damage or destruction of an asset, the person responsible for safeguarding the asset must:

- Immediately upon recognizing that property is damaged or destroyed, coordinate with Risk Management if the asset is \$25,000 or greater to supply the required information for claim filing purposes. Risk Management will provide greater details on loss of assets especially in the event of fires, earthquakes, flooding and vandalism.
- Complete and submit the approved *Asset Change Request – Disposal* form to the Receiving Department with a copy to the District Accounting Department – Asset Unit in order for the asset to be properly depreciated or written off based on its damage or destruction.

**D. Asset Disposition** – The process of asset disposal is a graduated process involving various methods of disposition.

**1. Disposal or Surplus of Assets**

- Each department is to evaluate whether the asset is surplus. The Department should consider the following conditions in the evaluation of the asset:
  - Asset is no longer needed for department purposes.
  - Asset is destroyed or damaged and is no longer useful.
  - Asset is obsolete.
- When the asset is physically and permanently removed from district-wide use, the Asset Management should change the Asset Master Record to reflect the current disposition of the asset:
  - Auction – Sale and Donation of the surplus asset.
  - Recycle
  - Scrap
- The College Vice President of Administrative Services or the Director of Business Services at the District Office or designee shall arrange for the sale or disposal of District personal property in accordance with Board policy and the requirements

of the Education Code Sections 81450-81460 (Disposal of Surplus Equipment and Materials), board rules and administrative regulations. (See Business Operations Policy AM-00, Asset Management Policy, for additional information on disposal or surplus of assets.)

- d) If surplus assets are disposed of, the College or location shall communicate with the College Purchasing Specialist to report these items for ratification to the Board.

## **E. Public Auction and Disposal of Assets**

The Vice President of Administrative Services or designee and/or Director of College Facilities or designee identifies surplus assets to be posted on the public auction by sending a confirming email to Asset Management.

The surplus assets can:

- a. remain in its present location as long as the asset (s) are safely and securely stored or
- b. be moved to a secured storage area provided by the college facility plant or bond construction program, or
- c. contact the district contracted movers to move assets to an offsite warehouse

### **1. Public Auction:** Public auction begins with a 28-day internet listing on the website <http://www.publicsurplus.com>.

The Asset Management Coordinator schedules a date and time to dispatch a team to the asset's location where the asset specialists will prepare the asset for posting on the public auction website.

- a. The Asset Management team will use handheld scanners to record the attached bar code tag on the asset and all other pertinent information of the asset to update its records. Photographs of the asset are taken for publishing advertisements for the public auction website.
- b. Once this preparation process is complete the listings are emailed to the campus public auction website contact person who is responsible for reviewing, editing and releasing the listings.
- c. Asset surplus listings are posted on the website and all colleges have fourteen (14) days on an exclusive basis to determine if they want any of the surplus assets on a first come first serve basis and the next and final fourteen (14) days of the listing period are open to the general public for view and bidding.

- d. At the end of the first two weeks, the public can bid on any remaining surplus assets on the website for two weeks. The winning bidders must purchase and pick-up items in person within five (5) business days from the closing date of the on-line public auction. All successful bidders must pay for the asset at the College Business Office. (Note: In cases when the winning bidders claim tax exemption, a certificate must be provided to the Asset Management Coordinator who in turn will check the [State Board of Equalization](#) website to confirm the tax exemption status. Once that is determined, the Asset Management Coordinator submits a copy of the resale certificate along with payment and receipt to the Business Office, who in turn shall issue a receipt to the bidder for pick up of the asset. Successful bidders must show proof of identification and sign-off on a release waiver.
- e. When an asset is publicly listed on the auction website, the Asset Management Coordinator must change the asset status to "Public Surplus Listed" in the asset database.

Note: The listing period must be observed in order to prevent unnecessary move costs for surplus items.

**2. Donate the Surplus Assets:** Once the five (5) day pick-up period has passed, all unclaimed items may be considered for re-listing, donation or scrap. Asset Management must do the following:

- a. Check with college designee and reviews an asset's eligibility for re-listing, and/or donation. Depending upon the college's decision, Asset Management must either re-list the auction on public surplus and/or select the appropriate District approved charitable or non-profit organizations accepting donations. The donation process takes about five days. The fifth day is generally the actual donation pick-up day. This process excludes non-federally funded assets. All federally funded assets must follow the disposition guidelines of the federal grant.
- b. Coordinates the logistics of the donation pick up with the Vice President of Administrative Services and Director of College Facilities or designee. These coordination efforts include scheduling pickup appointments with the charities and non-profit agencies accepting the asset. In addition, the Asset Coordinator oversees and manages the physical pickup of the asset on-campus.
- c. Records the asset status change to "Donation" status in the asset database.



3. **Recycle:** If an asset cannot be publicly sold at auction, and/or donated to a charitable organization, then the next alternative method for asset disposal is to recycle the asset. There are two recycling categories: IT equipment recycling and metal recycling.
  - a. The Asset Management Coordinator contacts the recyclers and schedules a pickup. These recyclers must provide proof of their resale certification. The Facilities department must provide a copy of such certification to the College Business Office for their records.
  - b. Informs the Vice President of Administrative Services and/or Director of College Facilities or designee when a pickup has been scheduled. An Asset Management representative supervises and manages the recycler pickup at the site
  - c. Records the asset status change to “Recycle” status in the database.
  - d. Any funds received from the recycling of an asset must be paid at the College Business Office. The College Business Office shall issue a receipt to the recycler for pick up of the items purchased.
4. **Scrap:** If an asset cannot be disposed through any of the aforementioned processes. The final process considered to dispose of an asset is scrapping it. The Asset Management Coordinator must do the following:
  - a. Contact three (3) scrap dealers and conducts a job walk for their bid proposals.
  - b. The scrap dealers submit bids. The Asset Management Coordinator contacts the winning bidder and coordinates all the details of the bids and pick up.
  - c. Records the asset status change to “scrap removal” status in the asset database.
5. **Weight Reports:** **The Asset Management produces weight reports for every campus** submits a copy to the Director of College Facilities. The weight reports include a percentage breakdown of the zero landfill effort for items disposed through public auction, donation and recycling.
6. **Write-off of Assets:** When an asset is actually sold, donated, recycled or scrapped, the Director of College Facilities or designee, must communicate with the Accounting – Asset Unit regarding the asset

disposition status so that it may be written off the asset financial ledger and inventory.

### **III. BOARD RULES AND LEGAL CONSIDERATIONS**

[Education Code Sections 81450-81460 \(Disposal of Surplus Equipment and Materials\)](#)

### **IV. ONLINE FORM**

*Asset Change Request - Disposal*



## AM-05-06 ASSET RECEIPT, TAGGING AND IDENTIFICATION

### I. SUMMARY

This procedure describes the receiving and tagging of all low value and capital assets and the assignment of identification tag numbers for each asset entered into the Asset Master Record in the asset database. If the asset is a specially funded program purchase of equipment, the tagging or recording of an asset must comply with the requirements from the grantor agency.

Receiving is an integral part of the asset management process. Its critical function is to verify the accuracy and completeness of asset receipts. The receiving personnel accept ownership of the asset and at that time LACCD liability for the asset is initiated. If an asset is not centrally received, the Department receiving the asset must send the asset for proper tagging and inventory to the Receiving Department.

### II. PROCEDURE FOR RECEIVING AND TAGGING

**A. Receiving Assets** - In order to ensure proper receiving of assets, the Receiving Department must do the following:

1. Upon physical receipt, visually inspects assets to check against the packing list and the purchase order (PO) to ensure compliance as to quantity and item ordered from the vendor.
2. Creates the receiving record through the goods receipt entered in the procurement database.
3. Notes the asset inventory tag number, serial number if application in the asset master and identifies the correct location for the asset to be delivered.
4. Completes the goods receipt in SAP to allow matching the PO and receipt, which allows Accounting to match PO / receipt information to the invoice.
5. Ensures all assets are tagged prior to leaving the receiving area
6. Contacts requestor prior to delivery.
7. Identifies discrepancies. Calls Procurement if receives assets on call in orders or other orders without purchase orders.

**B. Tagging Equipment Assets** – The Receiving Department must tag assets in the following manner:

1. Place the tag adjacent to the manufacturer's identification plate for machinery and equipment including laptops, desktop computers, camcorders, typewriters, laser

printers, audio visual equipment, automotive equipment, nonriding lawnmowers, etc.

2. Place the tag on the leg or pedestal of furniture, including chairs, tables and desks.
3. Place the tag adjacent to the manufacturer's identification plate or by the driver's doorjamb plate for all vehicles.
4. For tag placement on works of art, work with the artist, if applicable, to ensure the art is not defaced or devalued.
  - a. Create, update or verify the Asset Master Record in the asset database with the following minimum required fields:
    - Asset purchased new or Purchased used
    - Business Area
    - Cost Center or Fund Center, as applicable
    - Description
    - Inventory Number (inventory tag number)
    - Manufacturer
    - Plant
    - Quantity and Unit of Measure
    - Serial Number
    - Vendor
    - WBS Element, if applicable
  - b. Note the asset tag number assigned to the asset through the asset database in the Asset Master Record regardless of whether the asset was tagged and identify the correct location for the asset to be delivered. This asset number is another means of reporting information on the asset in the asset database. The asset number is different from the inventory number.
    - (1) The asset number is essential because it represents the primary reference number for a particular asset on the computer database. All access to change a record must be directed through this unique asset number.
    - (2) When assets cannot be tagged due to the size or their nature (for example, if software is part of the operating system), assign a tag number and note in the Asset Master Record that the asset was not tagged. Attach the tag to the appropriate document such as the warranty and licensing agreement.
    - (3) Fixtures and appliances permanently attached to the building are considered as part of the building asset. Therefore, do not tag assets permanently attached to a building.
  - c. Before delivery, contact the requester to determine whether the asset will be sent to or picked up by the user.
  - d. Identify discrepancies and contact the Purchasing Office if assets are received on a phone in basis or ordered without purchase orders.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**  
**AM 3 Asset Receipt, Identification, and Tagging Procedure**

Office Machinery and Computer Equipment	Right side when facing the unit, as long as it does not interfere with the operation of the unit.	When considering a computer and monitor as a system, tag the  Network equipment that is mounted on a rack should be <i>tagged</i> on the front.
		Alternate locations should be near the manufacturer's plate.
Accessory items	These items can be removed and utilized without the parent item and are tagged separately.	
Ancillary items	These items can not be removed and utilized without the parent item and are not tagged separately.	
Sensitive assets: laptops, camcorders, typewriters, laser printers, audio visual, weapons, outside contractor assets	Front upper right hand corner.	A note from Procurement In the purchase documentation identifies that tagging is required.
Grounds, Housekeeping Maintenance, Automotive Equipment, Non-riding lawn mowers, etc.	Front upper right hand corner.	The design, shape, and location will determine the best
Portable radios	By the manufacturers plate.	
Buses	Interior near the manufacturer's identification plate.	
General vehicles	By the driver's side door jamb plate.	

**C. Asset Identification in Database – The Receiving Department must do the following:**

1. Upon receipt of the receiving documents, utilizes the purchasing documents as well as the information contained on the invoice to update the asset information in the fixed asset system.

2. If the asset number (tag number) has not been already assigned, requests assignment at this time, as this number is essential because it represents the primary reference number for a particular item on the computer database. Directs all access to change a record through this unique asset number.
3. Verifies the description as a good description to allow access to the asset information in the fixed asset system.
4. If there is no tag number affixed, ensures a correct description is used to locate the asset in SAP.

### **III. Guidelines for Asset Control and Assignment**

#### **A. Asset Management**

1. Maintain control of the asset tags and a tagging log. Provide tags to the Receiving Department or key decentralized receiving areas. The Asset Manager is responsible for purchasing and issuing tags. (See Business Operations Policy AM-00, Asset Management Policy.)
2. Maintain a barcode program to immediately affix a barcode on all capital assets to readily identify ownership.
3. Removal of bar codes is not allowed without prior approval from the Asset Manager or designee.
4. Maintains a barcode program to immediately affix a barcode on all capital and low value assets. Educates all responsible organizations on barcode processes.
5. Maintains control of the asset tags and a tagging log. Tags may be provided to Receiving or key decentralized receiving areas. No tags will be purchased or issued except by the District Asset Manager.
6. Maintains and monitors the tagging protocol in accordance with the appendix to this procedure.
7. Allows removal of barcodes only upon approval which could include authorized disposal, mislabeling, returns to vendor, and damaged barcodes.
8. When items cannot be tagged in Receiving due to size or their nature, but by the rules above require tagging, assigns a tag number and records in the asset master with an explanation noting that the item was not physically tagged.
9. Sends unapplied tags to Accounting to be attached to the original invoice. Ensures Receiving records the tag number assigned to the asset in the inventory number field in the asset master record regardless of whether the item was tagged.
10. Ensures tags are placed in a uniform location, depending upon how easily the tag can be placed and subsequently inspected. Ensures items are never defaced to place a tag.

## **B. Facilities**

Ensures that assets resulting from construction are properly received. The Asset Manager and Receiving can assist in the asset classification, tagging, and identification of the asset.

## **C. All Personnel**

Reports any employee-owned tools, equipment, or furniture brought on LACCD premises to the Department Manager and obtains a Property Pass. The report includes the employee's name, description of items, identification numbers, if any, and reasons for using the asset.

## **D. Procurement**

Ensures that titles of sites, buildings, vehicles and such, are held in the name of LACCD and that vehicle titles are held by Plant Facilities.

## **IV, FORMS**

*Purchase Order*

*Purchase Request*



## **AM-05-07 PHYSICAL INVENTORY**

### **I. POLICY**

To maintain the accuracy and integrity of the District's capital and low value assets, each college and the District Office shall perform a physical inventory of its assets to verify the existence, location and condition of its assets. The Asset Manager is responsible to coordinate the district-wide physical inventory every three (3) years and provide each college location a comprehensive Inventory Plan.

### **II. PHYSICAL INVENTORY PLANNING AND PROCESSES**

The Asset Manager will coordinate with each college and the District Office through a designated asset inventory coordinator at each location. The Vice President of Administrative Services will identify the assignment of employees as asset inventory coordinators to perform the duties in adherence with the Inventory Plan.

The Asset Manager will continually track the physical inventory progress at each location until reconciliation has been completed.

#### **A. District-wide Inventory Plan**

1. The District has established a property management inventory system to control and account for all capital and low value assets.
2. All capital and low value equipment assets will be inventoried every three (3) years and the Asset Master Record will be updated for each capital asset. Land, land improvements, buildings, building improvements and infrastructure will be inventoried every three (3) years.
3. Assets acquired through research, grants, contracts or subcontracts will be inventoried in accordance with grant terms and conditions.
4. Each department review capital and low value assets within their assigned location and receive training on the equipment and understanding of the inventory processes.
5. The Inventory Plan will include:
  - a) Inventory guidelines to ensure the following objectives are achieved through the Inventory Plan:
    - Verify asset existence
    - Confirm locations
    - Confirm custodial responsibilities
    - Identify unrecorded assets
    - Locate missing assets
    - Verify the status of assets (including active and inactive conditions)
    - Asset types and facilities
    - Inventory physical location
    - Reconciliation





- Reporting
  - Adjustments
  - Quality Assurance
  - Closeout
- b) Accuracy goals to reflect percentage of complete and accurate records on the first inspection of the physical inventory and the accuracy after reconciliations.
- c) Establish a communication plan to ensure the areas to be inventoried are notified and ready to support the inventory. This includes preparing any assets for the inventory process.
6. Develop an inventory data update program which manages mass imports, exports and data batch schedules. If data require manual entry, ensure that a checklist is created that identifies the data updating has occurred and by whom.
7. Prepare physical inventory schedules and identify any issues of concern or challenge. In addition, identify inventory personnel for the inventory.
8. Ensure that inventory collected in the field is properly recorded in the asset database. Identify a sampling to be tested for accuracy.
9. Complete site preparation in accordance with the Inventory Plan.
10. Upon completion of the scanning of the inventory assets, the physical inventory data must match the data on the Asset Master Record in the asset database. Reconciliation must be performed and any discrepancy discovered must be investigated and resolved.

## **B. Inventory Preparation**

1. The Asset Manager will develop an inventory schedule and distribute it to each asset inventory coordinator along with the inventory verification file.
2. The Vice President of Administrative Services shall identify an asset inventory coordinator at each college location and the Director of Business Services shall also designate an asset inventory coordinator for the District Office. The asset inventory coordinator designated by the Vice President of Administrative Services or Director of Business Services cannot be selected from the Receiving Department as that would create a conflict in the internal control process. The asset inventory coordinator will contact their supervisor or department manager to notify them of the upcoming physical inventory to ensure cooperation and access. The initial kickoff meeting must include discussions on schedules, procedures, objectives and scope.
3. Before the asset inventory takers enter the area to be inventoried, an area/department supervisor will need to be identified to provide assistance in identifying leased, rented or employee owned property or other unfamiliar equipment that may raise questions or issues of concern in the inventory process. This may be the asset coordinator if he/she is also familiar with the inventory location.



### C. Inventory Procedure

1. At each location, the asset inventory coordinator will identify the area to be inventoried based upon the Inventory Plan and ensure the physical inventory is performed in an efficient and timely manner.
2. The inventory shall proceed from room to room, floor to floor, and building to building. Inventory takers should avoid passing over areas for inventory at a later date unless access is absolutely not possible at the time. If there is no access at the time of initial inventory, the inventory taker shall make a written record of the room missed and return later. An inventory taker should not rely on his/her memory for which rooms are not complete.
3. All equipment at the location should be scanned and all information verified by the inventory taker. If the previous inventory data in the scanner is not correct, the inventory taker should input the correct data.
4. Specifically, the following scanning instructions should be followed by all inventory takers:
  - a) Proceed through each room methodically. When the room is complete, take a second visual inspection of the room to make ensure nothing is missed.

When possible, employees should identify any personal property or property otherwise owned by another party to the inventory taker to avoid inadvertently inventorying these items. This does not include grantor funded assets. An inventory taker should be alerted to the distinction between employee personal property by being provided a separate inventory list of personally owned items and their locations.
  - b) Scan the asset to determine if the asset is found or missing in the database.
    - If the asset is found, verify the data fields and correct any discrepancies.
    - If the asset does not have a barcode, tag the asset and enter the full record data. For tag placement, see Business Operations Procedure AM-05-06, "Asset Receipt, Tagging and Identification."
    - Check asset classification and identify any corrections that should be made to the record.
  - c) Upon completion of the inventory, overlay the new cycle date sticker without defacing the asset.
  - d) Scan the barcode tags of all assets at each location along with an indication of the function and room. Record the date when the asset is inventoried and who performed the inventory.
  - e) If the data cannot be scanned, record the data manually and initiate retagging.



5. Investigate discrepancies and make every effort to resolve inventory discrepancies.
6. Compile the results of the inventory into a report and submit to the Asset Manager as well as the Vice President of Administrative Services or designee at the College or the Director of Business Services or designee at the District Office. The report is to contain:
  - Listing of assets by location
  - Summary of assets by fund and type
  - List of assets by location
  - Summary of asset values by location
  - Summary of site inventory discrepancies between the physical inventory and the database.
  - Listing of assets devoid of their respective inventory tag.
7. Step-by-step instructions for carrying out the physical inventory (file preparation, data entry, reconciliation and various reports to be generated) should be provided by the Asset Manager.
8. Once the physical inventory of the assets at a location is complete and has been verified, finalized and signed off by the asset inventory coordinator and Vice President of Administrative Services or Director of Business Services, it shall be submitted to the Asset Manager.
9. The Asset Manager shall then submit the physical inventory lists to the Asset Accounting Unit. The Asset Accounting Unit shall review the physical inventory listing for any apparent discrepancies and communicate with the Vice President of Administrative Services or Director of Business Services regarding any clarifications that need to be made.
10. An exception report will be created by the Asset Accounting Unit and distributed to the Vice President of Administrative Services or Director of Business Services to verify any adjustments to the asset record that may need to be made. These proposed exception adjustments will be reviewed and signed off by the Vice President of Administrative Services or Director of Business Services prior to the correction entry being made by the Asset Accounting Unit.

### III. FORMS / REPORTS / SAP TRANSACTIONS

#### *Physical Inventory Plan*

*History Report:* details history codes assigned to each asset in the selected asset group.

*Exceptions Report:* displays **Exception** status assigned to each asset during the inventory and must be printed before reconciliation.

*Reconciliation Report:* details the most recent inventory reconciliation including **Exception** status of inventoried assets and reconciliation codes.



## AM 05-08 SPECIALLY-FUNDED PROGRAM ASSETS

### I. POLICY

Assets obtained through specially funded programs (federal, state or private grant funds) must be carefully monitored throughout the grant period in order to ensure that grantor requirements regarding equipment are followed. As a result, specially funded program assets procurement records must reflect the source of funding for the asset jointly paid by the grantor and the District. In addition, when disposing of these special program assets it is important that the disposition must be in compliance with the grant agreement and guidelines. Failure to follow the grant requirements or guidelines in handling these assets may result in the grantor disallowance of costs, audit findings of the program and/or discontinuation of grant funds from the program.

### II. ASSET MANAGEMENT GUIDELINES

It is the responsibility of the grant program director to be thoroughly knowledgeable of the grant asset guidelines typically found in the grant application or grant agreement to ensure that assets are tracked appropriately. At least once a year, the College Vice President of Administrative Services and Vice President of Academic Affairs shall review the managing of grant assets located at the College. The Chief Financial Officer, Accounting Asset Unit and Director of Business Services will have responsibilities for ensuring overall Asset Management compliance.

For federally funded assets, the grantee must comply with provisions of Office of Management and Budget Circulars A-21, Revised, and A-110 to ensure proper reimbursement from the federally funded program.

For State and other locally funded programs, the grantee must comply with the State Chancellor's Budget and Accounting Procedures Manual and other related grant documents from the State Chancellor's Office or other sources to ensure proper reimbursement.

#### A. Asset Procurement

The general guidelines for procuring and tracking specially funded program assets are as follows:

1. **Real Property and Equipment** – Real property and equipment procured in accordance with grant funds must be used for the purpose of the Grant in accordance with the following:
  - a. In accordance with state and federal guidelines, the current threshold for which an inventory of fixed assets is maintained is \$5,000 or greater, **unless conditions of a grant require lower threshold assets to be counted.** Any low value assets identified by the grant must be handled in accordance with the standard district-wide asset guidelines.



\*Specifically, equipment funded by the Perkins Act set forth in OMB Circulars A-87, A-21, A-133, A-102, A-110 must be tracked if the equipment unit cost purchase price is \$200 or more AND has a useful life of one year or longer.

- b. As a result, asset equipment within this threshold must be appropriately tagged and purchases must identify the particular funding source.

The Program Directors should maintain separate inventory control lists of the grant equipment purchased, including a description of the equipment, manufacturer's serial number, inventory control number, whether title vests in the recipient or the Federal government, the acquisition date, the unit cost of the equipment, the location, condition of the equipment and date the information was recorded, date of last physical inventory and any final disposition data.

\*Specifically, Perkins Act funded equipment \$1,000 or more AND a useful of one year or longer shall be kept in a trace inventory system.

- c. All grant purchase initiators must ensure that the correct information on the purchase order (PO) is entered and the asset master record is properly created in the database. Purchasers should follow the standard policy and procedures for coding and identification of the asset in the purchasing database with respect to general ledger account and asset class in Sections 05-00, 05-03 and 05-06.
- d. In addition, grant program directors should review the grant documents to determine whether the grantor agency allows shared usage of the asset for other programs not a part of the grant. Shared usage should not interfere with its use in carrying out the purposes of the grant throughout the term of the grant agreement.
- e. Prior to purchasing grant funded assets, all program directors must identify in their purchasing documents whether the purchase of equipment is set forth in their grant planning documents and attach proof of such information if possible.
- f. All program directors are required to provide a quarterly verification and reconciliation of their program assets to the District Asset Accounting Unit.
- g. In addition, the Internal Audit Unit may engage in periodic audit or sampling of the program asset records to ensure compliance with grant and district-wide asset guidelines.

## **B. Asset Tagging, Tracking and Inventory**

1. When tagging a specially funded program asset, the Receiving Department shall upon receiving initially tag the asset with a district-wide inventory tag and property identification sticker in accordance with standard district-wide procedures established in Section 05-06. The Program Director must ensure that any tagging procedures and **any additional stringent asset** equipment management requirements set forth by the Grantor are followed. This may include additional color coded tagging of the asset or placement of additional grant specialized tags.



2. As set forth above, the Program Director must maintain their own inventory control record listing of the specially funded program assets in order provide necessary reports to the grantor agency and for additional grant auditing purposes.
3. If any grant asset is stolen or other such loss occurs, the program director must inform the grantor of the loss and communicate this information to the Asset Accounting Unit.

### **C. Disposal of Surplus Grant Assets**

1. Upon completion or termination of the grant, or when the equipment is no longer in use or the equipment is no longer necessary for grant purposes; it may be disposed of in the following manner:
  - a. Equipment with initial purchase prices less than \$5,000 or whatever dollar threshold defined by the grantor that may be disposed of at the District's discretion. However, the disposition of the assets must comply with the established district-wide asset disposal methods found in Section 05-05.
  - b. If the grant involves assets that are \$5,000 or greater, then the grant program director must request prior written approval from the grantor before actual disposition of the asset. Any written response from the grantor regarding asset disposition approval should be kept with the grant inventory list files at the program location.
  - c. In all other cases, assets with an initial purchase price equal to or in excess of \$5,000 may be sold or used in another program funded by the grantor agency. If the assets are sold or payment is made for scrap or recycle, the proceeds of the sale, scrap or recycle may be retained by the college's (general fund), unless the grant requires return of the funds to the program.
  - d. Prior to any transfer of grant assets to a different fund center, the program director is responsible for ensuring that all grant disposition and district-wide guidelines are followed.





## **AM 05-09 ASSET ACCOUNTING, REPORTING AND AUDITING**

### **I. POLICY**

Asset reporting and auditing are intended to ensure that the District has established adequate internal controls and its financial statements accurately reflect the inventory of assets owned by the District in accordance with generally accepted principles established in Government Accounting and Standards Board (GASB) sections 34 and 35. The Asset Manager should be familiar with auditing guidelines and should work closely with the Internal Audit Unit and District Asset Accounting Unit to ensure that adequate controls are placed on assets, the value placed on assets are accurately stated in the financial statements and that sound asset management processes are implemented throughout the District.

### **II. ASSET FINANCIAL ACCOUNTING AND REPORTING**

- A. In addition to the District Accounting Asset Unit following appropriate and applicable asset financial accounting policies and procedures, the Unit shall perform the following:
  - 1. Maintain detailed and accurate records of assets owned by the District;
  - 2. Establish guidelines for asset costs, including an alternative basis for capitalization of cost if the asset is not available for review;
  - 3. Monitor useful life applications and makes recommended changes as required;
  - 4. Reconcile asset accounts to the general ledger;
  - 5. Review assets under construction to ensure they are not depreciated until they are settled into their proper and permanent account which includes periodic settlement of these assets;
  - 6. Work through the Asset Manager to ensure integrity of reports for assets to include accurate reporting additions, deletions, asset transfers, donations and net asset quantities and values for each major asset classification;
  - 7. Adhere to strict asset depreciation guidelines set forth in Section 05-03;
  - 8. Enforce asset accounting policies and procedures when developing and presenting financial statements for the District.
  - 9. Assist the Asset Manager in overall asset management responsibilities related to physical inventory asset accounting which includes generating exception reports for the Vice President of Administrative Services to review adjustments proposed to asset records;
  - 10. Familiarize asset management coordinators with fundamental principles of financial accounting and how they relate to the property management function;
  - 11. Perform monthly reconciliations for assets being recorded and post monthly depreciation of assets;



12. Capitalize any leased assets in accordance with GASB 34 and 35 financial accounting guidelines;
  13. Assist in coordination of annual external audit; and
  14. Produce historical asset reports to the Vice President of Administrative Services or Director of Business Services on a periodic or as needed basis for review and oversight of assets within their location.
- B. In accordance with Section 05-06 and the Procurement Policies and Procedures, the District Business Services Office shall provide guidance district-wide on the proper procurement of assets and creation of asset records upon purchase in the procurement database in order to ensure accurate custodial asset reporting. The Facilities Planning and Development Department must also report any disposition of assets to the Board of Trustees for approval. Any loss of assets greater than \$5,000 must be reported to the requisite insurance carrier by the District Business Services Office for loss recovery purposes.
- C. The College Vice President of Administrative Services or designee shall ensure that:
1. All college staff and faculty accurately report any receipt of assets, asset changes or asset movements at the campus.
  2. All grant-funded reporting guidelines are strictly followed by the relevant college departments.
  3. Any exception report produced by the District Asset Accounting Unit for adjustment purposes is reviewed and accepted by the college administration.

### III. ASSET AUDITING

- A. The Internal Audit Unit shall review the adequacy of asset inventory controls. Internal Audit may conduct compliance and performance audits on various departments or divisions within the colleges or District Office in accordance with Section 05-02.
- B. The Internal Audit Unit may conduct two primary types of audits: (1) compliance and (2) financial audits. A performance audit shall check whether the regulatory requirements of the District or granting agency are followed. A financial audit shall check whether the appropriate accounting and adequate internal controls are in place to limit possible financial liabilities to the District.
- C. The purpose of these audits shall support the following objectives:
1. Reveal whether the District's asset policies and procedures are adhered to and enforced, exposing any non-compliance issues or violations requiring action and resolution;
  2. Discover irregularities or failures in the asset management system;





3. Prepare the District for mandatory audits;
  4. Ensure budgetary constraints are being observed;
  5. Assist in development of an annual report for the District; and
  6. Determine whether additional procedures or guidelines need to be put into place in order to bolster enforcement and compliance of asset management control.
- D. The Internal Audit Unit will conduct audits in the following manner:
1. Create an audit plan for targeted locations;
  2. Communicate closely with the College Vice President of Administrative Services or Director of Business Services in facilitating the audit plan at the targeted locations;
  3. At its discretion, conduct random or statistical sampling of asset records and inventories;
- E. Once the Internal Audit Unit completes its review, it shall make findings and provide recommendations in an audit report to the College President and Vice President of Administrative Services or Director of Business Services for any district targeted location. The audit report will be presented to the College President and the President will review and sign acknowledgement of the report. If the location audited is at a college, at the direction of the College President, the Vice President of Administrative Services shall develop a corrective plan of action and ensure that this plan is implemented. If the subject location of the audit is a district department, such a report will be presented to the Deputy Chancellor and Director of Business Services for review and sign-off.
- F. After the corrective plan is fully implemented, the Internal Audit Unit will return to the targeted location and validate whether the corrective actions were appropriately implemented.
- G. On a quarterly basis, the Internal Audit Unit will generate a report to the Chief Financial Officer, Chancellor and College President which shall measure the progress of the corrective actions.



## **AM 05-10 SPECIAL CONSIDERATIONS FOR INFORMATION TECHNOLOGY ASSETS**

### **I. POLICY**

Information technology assets require special handling largely due to their portability, widespread usage, data security requirements and system compatibility concerns inherent to these specific assets. These assets must follow the general district-wide guidelines for assets and the special considerations identified herein regarding purchasing, tracking and disposition of these assets. The Vice President of Administrative Services must work closely with their College Manager of Information Systems to ensure that information technology assets are issued and tracked appropriately. At the District Office, the responsibility for oversight of these assets is assigned to the Director of Business Services and the District Computer and Network Operations Manager.

### **II. PURCHASING OF INFORMATION TECHNOLOGY EQUIPMENT**

#### **A. Guidelines for Purchase**

Prior to purchase of information technology equipment, requestors must consult with their College Manager of Information Systems or designee and be familiar with any established minimum standards and guidelines for purchase and implementation of new hardware and software at their location. Adherence to technology standards and guidelines ensures compatibility of new hardware and software with the college or District Office technology infrastructure, as well as support the objectives of cost savings and efficiency.

In order to ensure accountability of the information technology assets, local information technology departments shall be provided the necessary automated tracking tools for these assets.

#### **B. Equipment Request Review and Sign-Off**

Requestors must complete an information technology purchase request form with their department manager's approval and submit it to the College Manager of Information Systems for impact review and sign-off prior to purchase. The College Manager of Information Systems will transmit the request forward for entry in the procurement system and inform the requestor that it has either been approved or denied. If the request is denied on the basis of its failure to meet the minimum information technology standards and guidelines established at the location, the Manager will provide justification to the requestor for the denial. A requestor may seek review of the denial justification from the Vice President of Administrative Services if they believe the justification to be unreasonable.

#### **C. Screening and Receiving**

Once information technology equipment or software is delivered to the Receiving Department, the Receiving Department shall request the information technology department to screen the equipment prior to complete acceptance, distribution and/or installation of the equipment or software purchased. The information technology department shall log all



equipment or software screened by the department to ensure consistent review of these delivered purchases.

Any delivered information technology assets not approved prior to purchase or not meeting local information technology minimum standards and guidelines, will be returned directly to the vendor. However, in highly limited and special circumstances, the College President or Vice President of Administrative Services may identify overriding considerations for accepting the asset and may provide written approval for acceptance of the asset to the local information technology department.

For purchase of computer software that is directly downloaded into a computer system, any software keys for the purchase should be sent directly to the information technology department. The local information technology department will verify that the software key is legitimate, appropriate for installation, and assist the user in initial download of the software to their equipment.

### **III. TRACKING**

#### **A. Tagging**

Information technology (IT) assets and software are tagged in accordance with the general asset receiving guidelines established in AM 05-06. Tagging shall occur at the Receiving Department. Tag placement for such equipment assets should not hinder the use and operation of the asset. Software purchases should be tagged on its warranty or downloadable user agreement documents. A copy of the tagged warranty or user agreement document must be provided to the local information technology department for their tracking records.

#### **B. Loan of Asset to Employee, Student or Third Party**

##### **(i) Check-Out Process**

Request for issuance of portable information technology equipment to a specific employee, student or third party must be made by the appropriate department head in writing to the College Manager of Information Systems or designee. Specifically, an equipment loan request form must be issued, signed by the department head and employee, student or third party who will be using the equipment. The loan request form will clearly identify whom the equipment is issued to, a description of the item, business purpose for issuance and an acknowledgement of liability should loss occur. Once the loan request form is completed and signed by the local information technology department, the original document should be kept in their file. A copy of the loan form should be provided to the employee, student or third party to whom the asset was issued and to the department head making the check-out request.



## **(ii) Check-In Process**

When equipment is no longer in use by the party it is issued to, whether by termination of employment, change in assignment or project, the party that is issued the asset should return the equipment to the local information technology department. The information technology department will update its check-out log to reflect the return of the asset and inform the program department head that the equipment has been checked-in. The information technology department will provide the initial equipment loan request form back to the employee, student or third party to obtain a check-in signature. After the employee, student, or third party signs the form, the College Manager of Information Systems or designee will also sign the form approving that the equipment has been received by the information technology department and that the equipment is complete, containing all needed parts, as well as, indicating that the asset is in usable condition. This form shall continue to be kept on file with the local information technology department.

Once the process is complete, the local information technology department may screen the equipment for re-issuance and re-utilization to another user. This may include, but not be limited to, archiving business files maintained by the user and/or wiping the user's drive clean of any sensitive or confidential information not needed for use by the subsequent user of the equipment.

## **(iii).Responsibility for Equipment Loss or Damage**

If equipment is returned severely damaged or a complete loss, and such loss is verified by the College Manager of Information Systems or designee that the equipment is no longer functional, the College President or Vice President of Administrative Services may recommend action to seek compensation or from the employee, student or third party for the cost of damage or loss of the equipment if such loss is reasonably connected to the user's misuse or negligence in keeping the asset secure.

## **IV. Inventory**

In addition to the general guidelines for inventory, all colleges and District Office shall maintain a standard information technology tracking tool integrated with the district-wide asset database to support all inventories of these assets.

### **A. Asset Movement**

#### **1. Transfer**

All physical movements of IT assets from building to building or cost center to cost center shall follow the general district guidelines for asset moves. This includes completion of an asset request form prior to movement. The local information technology department



shall be informed of the movement and will be responsible for performing the following tasks:

- a. Tear down and re-installation of equipment from the former to new location;
- b. Sanitize any data from the equipment that is not appropriate for use by the new user or department;
- c. Archive any data that may be needed by the former user or department for future reference; and
- d. Update the IT asset log to identify the asset movement or change. Communicate with the Receiving Department to ensure update of the asset database to reflect the change in the asset.
- e. Reset desktop computers to secure any former data and wipe clean any sensitive data no longer needed.

## **2. Loss/Theft**

If an IT asset is stolen or lost, the user of the asset shall report the loss/theft immediately to the Sheriff's Office and Vice President of Administrative Services. In the case of theft, the Sheriff's Office shall file an incident theft report. The Vice President of Administrative Services shall complete a loss report. The Vice President of Administrative Services shall inform the local technology department of the loss/theft. If a report is filed, the report shall identify specifically what type of data information was kept on the asset in order to determine the need for further action relating to data security and confidentiality.

If possible, the Vice President of Administrative Services may request the information technology department to activate the "kill switch" on the asset in order to ensure that there is no misuse or tampering of data in the asset by an unauthorized user.

If it is determined that the data on the asset includes highly sensitive or confidential information, the Vice President of Administrative Services shall immediately report the loss/theft to the College President and they shall further consult and coordinate the need to report and take further action with the Office of General Counsel.

Depending on the nature of confidential information (financial, student, or personnel records) the College President and Vice President of Administrative Services will include further consultation with the Human Resources Department, Business Services Office, and Chief Financial Officer.

The Loss or theft of the asset must also be reported to the District Asset Accounting Unit in order for the asset to be removed from the asset financial accounting ledger.



Any disclosure of confidential data identified in any state, federal, or local law shall follow the measures identified in the law for informing parties of inadvertent disclosure of this information. Some examples of these laws which require notification to those parties of which the data was disclosed include, but may not be limited to, the Health Information Portability and Privacy Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), Gramm-Bliley Leachy Act and various sections of the California Civil and Government Codes.

### **3. Disposal**



The local information technology department shall be informed of any assets that will be disposed of from the college or District Office to ensure that any computer hard drive identified for disposal can be sanitized prior to disposition. Also, the local information technology department shall update its own IT asset inventory log to reflect the disposal of the asset.



## Fixed Asset Reconciliation

- Fixed asset reconciliation for Specially Funded Programs should be performed at least annually.
  - Important, subject to audit
- Fixed asset GLs: generally 640100, 642300
- Use SAP screen ZFIAM17 to generate the Asset Inventory and Reconciliation Report:


























**Asset Inventory and Reconciliation Report**

Company Code  to   
Fiscal Year

☐ Read from file  
Input File   
NOTE: File type must be .xls or .xlsx.

☒ Read from database

Asset Class	<input type="text"/>	to	<input type="text"/>	
Asset Number	<input type="text"/>	to	<input type="text"/>	
Asset Sub-Number	<input type="text"/>	to	<input type="text"/>	
Asset Description	<input type="text"/>	to	<input type="text"/>	
Asset Description 2	<input type="text"/>	to	<input type="text"/>	
Business Area	<input type="text"/>	to	<input type="text"/>	
Created On	<input type="text"/>	to	<input type="text"/>	
Changed On	<input type="text"/>	to	<input type="text"/>	
Status	<input type="text"/>	to	<input type="text"/>	
Inventory Number	<input type="text"/>	to	<input type="text"/>	
Inventory Number - OLD 1	<input type="text"/>	to	<input type="text"/>	
Inventory Number - OLD 2	<input type="text"/>	to	<input type="text"/>	
Last Inventory On	<input type="text"/>	to	<input type="text"/>	
Include in inventory list	<input type="text"/>	to	<input type="text"/>	
Manufacturer	<input type="text"/>	to	<input type="text"/>	
Naming Convention - Main	<input type="text"/>	to	<input type="text"/>	
Naming Convention - Sub	<input type="text"/>	to	<input type="text"/>	
Plant	<input type="text"/>	to	<input type="text"/>	
Location	<input type="text"/>	to	<input type="text"/>	
Serial Number	<input type="text"/>	to	<input type="text"/>	
Fund	<input type="text" value="10582"/>	to	<input type="text"/>	
Funds Center	 <input type="text" value="*V*"/>	to	<input type="text"/>	
PO Number	<input type="text"/>	to	<input type="text"/>	
GR Date	<input type="text"/>	to	<input type="text"/>	





1. Enter the transaction code "ZFIAM17" in the Command Field
2. Enter:
  - **Company Code:** always "1" for LACCD
  - **Fiscal Year:** e.g. 2016 for this fiscal year
  - **Fund and/or Funds Center**
3. Select "Read from database" instead of "Read from file"
4. Execute

- Sample of exported Asset Inventory and Reconciliation Report:

Company Code	Asset Class	Asset	Subnumber	Asset description	Additional description	PO Number	Item	Build PO No.
1	4921	540640	0	ULXP4-G3 UHF BODYPACK TRANS. 470-505		4500205488	2	
1	4921	540645	0	SRM450-V3 2 WAY PA SPEAKER		4500205488	5	
1	4900	542522	0	SKU: 70 HEAVY DUTY MOBILE TV CART		4500208068	1	
1	4910	543409	0	ME086LL/A iMAC 21.5-INCH: 2.7GHZ		4500209598	1	
1	4910	543410	0	ME086LL/A iMAC 21.5-INCH: 2.7GHZ		4500209598	1	
1	4920	544411	0	629-584 EPSON WF-5690 CLR		4500210601	1	

Location	Location Name	Naming Convention - Main	Naming Convention - Sub	Room	Room Tag No	Room Description	Floor Number	Serial number
010	THEATER ARTS							2NK24 10126
010	THEATER ARTS							204300000AKGKQ 162
054	MOTION PICTURE							NONE
011	MUSIC			110				CO2NT G6AF8J2
011	MUSIC			110				CO2NT GFEF8J2
010	THEATER ARTS			100				SD9Y000508

Inventory number	Last inventory on	Inventory Ind.	Plant	License plate number	Department	Program	Status	Warranty	Warranty Details	Disposal Weight
3000107836	11/13/2014	X	V				01	01		
3000107832	11/13/2014	X	V				01	01		
3000107876	3/26/2015	X	V				01	01		
3000107866	3/13/2015	X	V				01	01		
3000107867	3/13/2015	X	V				01	01		
3000421726	4/2/2015	X	V				01	01		

Manufacturer of asset	Model Name	Model Number	Inventory Number - OLD 1
	PROFESSIONAL RECEIVER.	ULXP4-G3	
	2 WAY PA SPEAKER BIAMP 4191079	SRM450-V3	
TYKE SUPPLY	HEAVY DUTY MOBILE TV CART	SKU #70	
APPLE	iMAC 21.5"	A14 18/ME086LL/A	
APPLE	iMAC 21.5"	A14 18/ME086LL/A	
EPSON	WORKFORCE PRO 5690	WF-5690 CLR INKJET P/S/C/F SF WL 20PPM	

Inventory Number - OLD 2	Business Area	Fund	Funds Center	Created by	Created on	Changed on	Deactivation on	AssetValDate	Cum. acquis. value
	V000	10582	10582-V1006	REGALARC	10/28/2014	3/23/2015		3/23/2015	1,086.73
	V000	10582	10582-V1006	REGALARC	10/28/2014	11/13/2014		11/13/2014	463.24
	V000	10582	10582-V0604	REGALARC	1/22/2015	3/26/2015		3/26/2015	450.38
	V000	10582	10582-V1005	REGALARC	3/2/2015	3/13/2015		3/13/2015	1,484.41
	V000	10582	10582-V1005	REGALARC	3/2/2015	3/13/2015		3/13/2015	1,484.41
	V000	10582	10582-V1006	REGALARC	3/26/2015	4/2/2015		4/2/2015	435.99

Accm.ord.deprec	Net Book Value
-1,086.73	0.00
-463.24	0.00
-450.38	0.00
-1,484.41	0.00
-1,484.41	0.00
-435.99	0.00

- Note: The report has been formatted and truncated to fit on this page.

- Reconcile the report against the physical inventory, make sure to update the location and input the condition of the asset on the report





# CONFERENCE, TRAINING AND ACTIVITY GUIDELINES

(Covering Board Policy BP 7400 and Administrative Procedure AP 7400)

Updated February 14, 2024

## Overview

District employees may be authorized to attend and/or facilitate seminars, conferences, classes, and other activities to enhance their job knowledge. Certain expenses related to these activities may be paid by the District. Prior to attending such events, employees are required to complete a ***Request for Conference or Activity Attendance*** form to receive travel / attendance authorization, even if there is no reimbursable expense. The *Request for Conference or Activity Attendance* form should include information on the type of activity, dates, place, and an estimate of expenses, and it should be completed well in advance of the scheduled activity (**at least 30 days** is recommended). Once the activity has been approved by the department head and the College President, the request is then sent to the College Financial Administrator (CFA) or other administrative personnel for fund encumbrance and a reference number. Funds for conferences and other training-related activities must be encumbered under **GL 586100** for the maximum amount of funds authorized by the approving official at the college.

## Types of Activities

The following types of activities are covered by this guidelines document and should be processed on the *Request for Conference or Activity Attendance* form. Note that employees may qualify whether attending or facilitating training activities.

- Conferences
- Training classes
- Workshops, seminars, webinars
- Field trips
- Compliance training
- Trade certification courses (plumbing, pesticides, etc.)

The following activities are **NOT** processed under the Conference guidelines:

- MOUS Training (must go through Human Resources)
- Classes for college credit (follow Tuition Reimbursement rules)
- Courses or training to obtain a personal certification or designation (ie: CPA license, BAR license, nursing license)
- Student-related activities (follow Student Travel guidelines)
- Self-Study programs (consisting of study materials and/or exam fees)

- Any type of training paid out-of-pocket that was not pre-authorized (may require Board approval to qualify for reimbursement)

### **Processing Timeline**

Conference and training requests must be initiated at least 30 days in advance to allow for all necessary approvals and fund encumbrance to be posted.

Advance registration fee payment and reimbursement requests will be processed by the Accounts Payable Office (AP) within 10 business days of receipt.

Reimbursement requests should be submitted to your local business/fiscal office no later than 30 days after the completion of the conference or activity. The request for reimbursement should include evidence of payment (receipts or bank/Credit card statements). Reimbursement may be disallowed in the absence of evidence of payment. Please keep your receipts. Late submissions may require additional college and/or District approval. Also, late submissions may not be processed within the 10-business day timeline.

Please direct all questions to your location's business/fiscal office. The ESC AP office will work with your local business/fiscal office staff to resolve all issues.

### **Payment Processing Options**

All conference/training activities payment requests should be accompanied by an approved "*Request for Conference or Activity Attendance*" form. The following are the guidelines for payments:

1. **Conference Registration Fees:** The recommended procedure for payment of qualifying conference registration fees is to request the ESC AP office to process and send an advance payment directly to the vendor. Please indicate on the *Request for Conference* form if an advance payment is requested, and include relevant documents (invoice, conference or billing document) to support the payment request. The vendor's name and remittance address should be stated on the vendor invoice or other documents submitted. Prepayments will only be made up to 30 days in advance of the activity or event, unless an earlier payment is necessary to take advantage of "early bird" rates. Please note that in order for AP to prepay registration fees, the conference agency must be an established vendor in SAP.

Payment Option 2 is for an employee to pay out-of-pocket for registration fees or course fees, however, reimbursement will be contingent upon four things:

A. The activity must be approved in advance. If it is not, then Board approval will be required for reimbursement.

B. The activity must qualify for reimbursement under the *Conference and Activity Attendance* rules.

C. The event must be concluded and valid confirmation or evidence (such as proof of payment) is provided to indicate the employee did in fact attend the activity.

D. Proof of payment for all out-of-pocket expenses (proof may include original invoices and receipts indicating payment with cash, the employee's credit card, a front and back copy of the employee's cashed check, copy of the employee's bank statement or credit card statement showing the payment being made).

**Cal Card holders can use their card to make payment on their conference registration fees.**

2. **Transportation:** Employees may arrange their own flights, train, bus or book one through a District approved vendor.

Option 1: You can go through one of the District's approved travel agencies (see below). The agency may assist you with booking transportation once you provide them your district assigned Travel Number.

Option 2: Use a Cal Card to pay for the flight, train or bus.

Option 3: Pay "out-of-pocket" and request a reimbursement on the Travel Expense Claim form after the trip is over. Reimbursement will be contingent upon the activity having been approved in advance and confirmation that the employee attended the activity.

**Note that upgraded seating is not allowed. Economy class must be utilized, unless a preapproval is granted for extenuating circumstances.** In the absence of a receipt or document showing economy class purchase or a pre-approval from deviating from the policy, the AP office will reimburse up to an amount determined by AP staff to be reasonable for the particular trip.

3. **Lodging:** Employees may arrange their own lodging. The reservation must be in the name of the travelling employee. As with flight, there are several options.

Option 1: Use a Cal Card to pay for the lodging.

Option 2: Request a travel advance for the anticipated cost of the lodging. Please provide documentation of your estimated costs – reservation confirmation, hotel quotes, etc. are examples. A

ten-business day lead time is required to process an advance check to the employee. Note that advance payments are not issued more than one week ahead of the event or activity.

Option 3: Pay "out-of-pocket" and request a reimbursement on the Travel Expense Claim form after the trip is over. Again, reimbursement will be contingent upon the activity having been approved in advance and confirmation that the employee attended the activity.

**Please note the following:**

- Upgrades like presidential suites, room service and other luxuries are disallowed
- If available, the employee should utilize conference provided hotels which usually have a reasonable rate.
- **If the conference does not provide block hotel room rates, the employee must exercise due diligence in sourcing reasonable hotel accommodation. The employee should document this diligence by providing available and comparable hotel rates at the time of booking. Please consider proximity to the conference venue when documenting available and comparable rates.**
- If the employee does not utilize conference hotels, and in the absence of comparable room rates as provided by employee, the AP staff shall pay up to 125% of conference rates (a reasonable rate will be determined by AP staff if conference rate cannot be determined).
- Please follow the table below for allowable hotel lodging:

Days of Conference/Training	<b>*Within 20 to 50 miles from employee's assigned location</b>	<b>50 miles or more from employee's assigned location</b>
1 - Day	Disallowed	1 hotel night allowed
2 - Day	1 hotel night – must be pre-approved and include a business case memo	2 hotel night allowed
3 - Day	2 hotel night - must be pre-approved and include a business case memo	3 hotel night allowed
4 - Day	3 hotel night - must be pre-approved and include a business case memo	4 hotel night allowed
<p>Note: Employee's home address is the address maintained on file with the District. Employees will not be eligible for reimbursement for hotel costs if the conference or activity location is within 20 miles of employee's assigned work location.</p>		

4. **Meal Expenses:** Reimbursements are allowed for meal expenses at all-day and overnight activities and events. The meal reimbursement is capped at \$75.00 (including gratuities and taxes) per day when detailed itemized receipts are provided. The District will reimburse \$35.00 (including gratuities and taxes) per day without itemized receipts. If meal receipts show more than one guest, AP staff may limit the reimbursement amount depending on the information on the receipt.

Food expenses incurred after a scheduled event has ended are disallowed. Meal tips and gratuities are limited to **15%** (or maximum allowed by prevailing Board Rule) of the total cost of the meal, before applicable taxes.

There are several payment options for meals:

Option 1: Use the Cal Card to pay for meals of cardholder and other District employees while traveling. The other employees cannot claim the same meals expended on the Cal Card.

Option 2: Request an advance check at least ten days prior to the event.

Option 3: Pay "out-of-pocket" for food expenses and request reimbursement on the Travel Expense Claim form upon return from the event or activity.

5. **Mileage Expenses:** The use of a private vehicle is allowed for attending conferences and training activities. When using private vehicle, the employee must be properly licensed to drive within the United States, and the vehicle must carry the minimum liability insurance required by California law. Mileage driven for any event or activity processed on a *Request for Conference or Activity Attendance* form must be claimed on an accompanying Travel Expense Claim form, **not** on the standard Mileage Claim form.

**An employee's normal commute miles should be deducted from training/travel mileage when traveling on a business day.** "Normal commute miles" is defined as the distance between employee's residence and assigned work location (**this is also applicable to employees working partial or full remote schedules**). Full mileage may be claimed for parts of travel on weekends. Proper backup documentation for vehicle expenses must include trip logs, Google/Yahoo (or other) Map mileage estimates, parking stubs, etc. Note that the expenses claimed for the use of a personal vehicle cannot exceed the cost of the most economical carrier such as an airline flight, rail or bus transportation. If multiple employees carpool to an event, it is possible that the mileage expense claim, although greater than the cost of a round-trip flight for one person, could be the most economical transportation. Only the owner of the carpool vehicle may claim the mileage allowance in such situation.

6. ***Rental Cars***: The use of a rental vehicle is allowed on approved travels. Before renting a vehicle, employees should consider the availability of taxis/buses/uber or other like transports which may offer an economical rate compared to rental costs. If employee chooses to rent a vehicle, providing comparable rates will expedite reimbursement. AP staff may consider these available options when presented with a reimbursement claim for rental costs. The distance from airports and hotels to conference venues will be taken into consideration. **Please note that travels other than to and from conference event locations, hotels, airports and employee homes/office will not be reimbursed by the District.**

The employee must be named on the rental contract as the driver. The employee **MUST** include basic liability insurance coverage. Employees must opt for standard rental vehicles. The rental of luxury or non-standard vehicles is not allowed. AP staff will use reasonable efforts to determine standard rates if an employee's claim involves non-standard rental.

**Here are some further considerations when planning a conference or training activity:**

***Advance Checks*** can be made payable to an employee for anticipated travel expenses. This is provided towards lodging, meals, and other incidental expenses. Incidental expenses are limited to \$20.00 per day on travel days, and \$5.00 per day on non-travel days.

A 10 day lead time is required for processing advances. A travel advance must be requested on the *Conference Travel Advance Request* form. Travel advances may be issued to employees no more than one week in advance of the event. If it is necessary to reserve lodging more than one week in advance of the event, then it is recommended that the employee reserve/hold the room night(s) with a Cal Card or personal credit card. Advance checks must be a minimum of \$100 and they may only be issued for up to 90% of the total estimated expenses allowed. Anticipated expenses must be justifiable and backup documentation may be requested.

Within 30 days upon return from the training/conference event, the employee must file a Travel Expense Claim listing the actual expenses incurred. If the advance check is larger than the valid expenses incurred, the employee must write a check to the District made payable to: *LACCD*, for the amount of the difference. If the expenses incurred are greater than 110% of the encumbered amount, the employee may file an amendment to the travel request to request an increase in the approved funds. The amendment must be substantiated by original itemized receipts and must be approved by the VP of Administrative Services or the President of the college. If the claimed expense is within 110% of the encumbered amount, AP staff may complete payment using available budget. The department may be asked to increase budget if necessary.

**Note: Un-cleared travel advances will result in a hold on the processing of future advances for both conferences, student-travel activities, as well as other reimbursements.**

**The AP office may request for additional explanation and/or VP of Administrative Services approval for any reimbursement claim that is submitted more than 30 days after the conclusion of the conference.**

**Payments Made Out-of-Pocket:** An employee may pay out-of-pocket for training or conference-related expenses and then request for reimbursement, but only on the condition that attendance authorization was received prior to the activity or event. Reimbursement amounts cannot exceed the pre-approved amount unless an amendment is filed and approved. Note that if an employee pays conference fees out-of-pocket for an upcoming conference or training event, the employee will NOT be eligible for reimbursement until after the event is over and it is confirmed that the employee attended the activity. Reimbursement claims must be filed on the *Conference Travel Expense Claim* form. Any reimbursement received by an employee from sources other than the District shall be deducted.

**Employees working for Multiple Locations or with Multiple Assignments:** An employee may not claim more than one travel expense claim for the same conference. Multiple locations or departments may provide the employee with an approved budget for the same conference, however, all expenses claimed by the employee may only be claimed once and are subject to applicable expense limitations. The employee may submit only one expense claim (which may be approved by one or more location approvers).

**Students and Student Workers who attend conferences:** Any conferences or training activities involving students must be processed using the Student Travel Guidelines, not the Conference guidelines, except in the case of student-workers who have an employee ID number and are travelling for a work-related activity.

**Charter Vans and Buses:** Payments for charter vans and buses must be made directly to the vendor on a Short-Term Agreement (STA) if under \$5,000 (or contract if \$5,000 or more).

**Tour Companies:** If a tour company is retained to facilitate travel arrangements for a group of individuals and the travel expenses are being paid to the tour company (as opposed to a direct payment to the airline, venue, or charter van service) then a contract must be created with that tour company and the payment will be made according to the district's contract guidelines.

**One Conference Request form per person:** Employees may only process their own expenses on a *Request for Conference or Activity Attendance* form or *Conference Travel Expense Claim*. They may not pay for someone else's expenses and then request reimbursement on their personal claim.

-

**Payments for events occurring after current fiscal year ends:** District prepayments for registration fees and course fees are typically only made up to 30 days in advance of the activity or event. It is possible to process a prepayment in the current year for an event taking place in the next fiscal year by using the pre-pay account. Please submit your request as normal. College fiscal office staff and ESC AP staff will review and process accordingly.

**Disallowed Expenses:** Certain expense reimbursements are not allowed by the District. These include upgraded airline seating, deluxe lodging accommodations, non-standard or luxury rental vehicles, alcohol, tobacco, firearms and items of a personal nature. **Expenses of spouses, friends, and relatives traveling with the employee are also disallowed.** Employees are encouraged to check with their college business office if there are any concerns or questions about allowable and unallowable expenses, as this list is not exhaustive.

### **Cal Card Rules for Conferences / Training Activities**

The Cal Card may be used to make travel purchases and arrangements subject to the normal limitations of the card. The card holders may arrange travel for themselves and their direct report staff only. Cal Card may not be used for covering the expenses of a superior. Qualifying purchases include conference fees (do not include activities classified under tuition reimbursement or unapproved conferences), airfare, lodging, and food expenses. Cal Card cannot be used to pay organizational membership fees.

**Please consult the Cal Card Guidelines for the complete policy on the use of Cal Cards.**

### **Exception Handling**

Any known exceptions or deviations from the guidelines should be reviewed and approved by the Vice President of Administrative Services or President of the college **PRIOR** to the conference



attendance. Evidence of such approval include an email communication or signed memo that details the nature of the exception, dated prior to the occurrence of the event. **Travel Expense claims that deviate from policy must be thoroughly reviewed by the College Business Office and all deviations must be individually noted and supported with a written explanation. A detailed memo must be sent to the VC/CFO from the College President. These requests are not guaranteed to be approved.**

**COLLEGES AND UNIVERSITIES RATE AGREEMENT**

EIN: 95-2587353

DATE:11/22/2021

ORGANIZATION:

FILING REF.: The preceding  
agreement was dated  
05/24/2017Los Angeles Community College District  
770 Wilshire Blvd.

Los Angeles, CA 90017-3896

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

**SECTION I: Facilities And Administrative Cost Rates**

RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%) LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2021	06/30/2022	40.00 On Campus	All Programs
PRED.	07/01/2022	06/30/2026	30.90 On Campus	All Programs *
PROV.	07/01/2026	Until Amended		Use same rates and conditions as those cited for fiscal year ending June 30, 2026.

\*BASE

ORGANIZATION: Los Angeles Community College District

AGREEMENT DATE: 11/22/2021

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Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

\*Effective 07/01/2022 - Modified total direct costs, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

ORGANIZATION: Los Angeles Community College District

AGREEMENT DATE: 11/22/2021

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using a rate(s) which are not shown in the Rate Agreement. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

The following fringe benefits are treated as direct costs:

STRS, PARS, PERS, Medicare, Social Security, Medical/Dental/Vision Insurance, and Unemployment

The next indirect cost proposal based on the actual costs for fiscal year ending 06/30/2025 is due by 12/31/2025.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

ORGANIZATION: Los Angeles Community College District

AGREEMENT DATE: 11/22/2021

**SECTION III: GENERAL****A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Los Angeles Community College District

(INSTITUTION)

*Jeanette Gordon*8DF2A1B4A6CA461...  
(SIGNATURE)

Jeanette L. Gordon

(NAME)

Vice Chancellor / Chief Financial Officer

(TITLE)

6/15/2022 | 1:04:58 PM PDT

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

*Arif M. Karim -S* Digitally signed by Arif M. Karim -S  
Date: 2022.06.02 08:01:34 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

11/22/2021

(DATE) 4100

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# JOURNAL VOUCHER FOR ELECTRONIC APPROVAL

## This document presents steps to submit Journal Voucher for Electronic approval

There are two ways a journal voucher can be submitted for electronic approval.

- Manual Journal Voucher Entry
- Journal Voucher Upload function

### Option 1: Manual Journal Voucher Entry

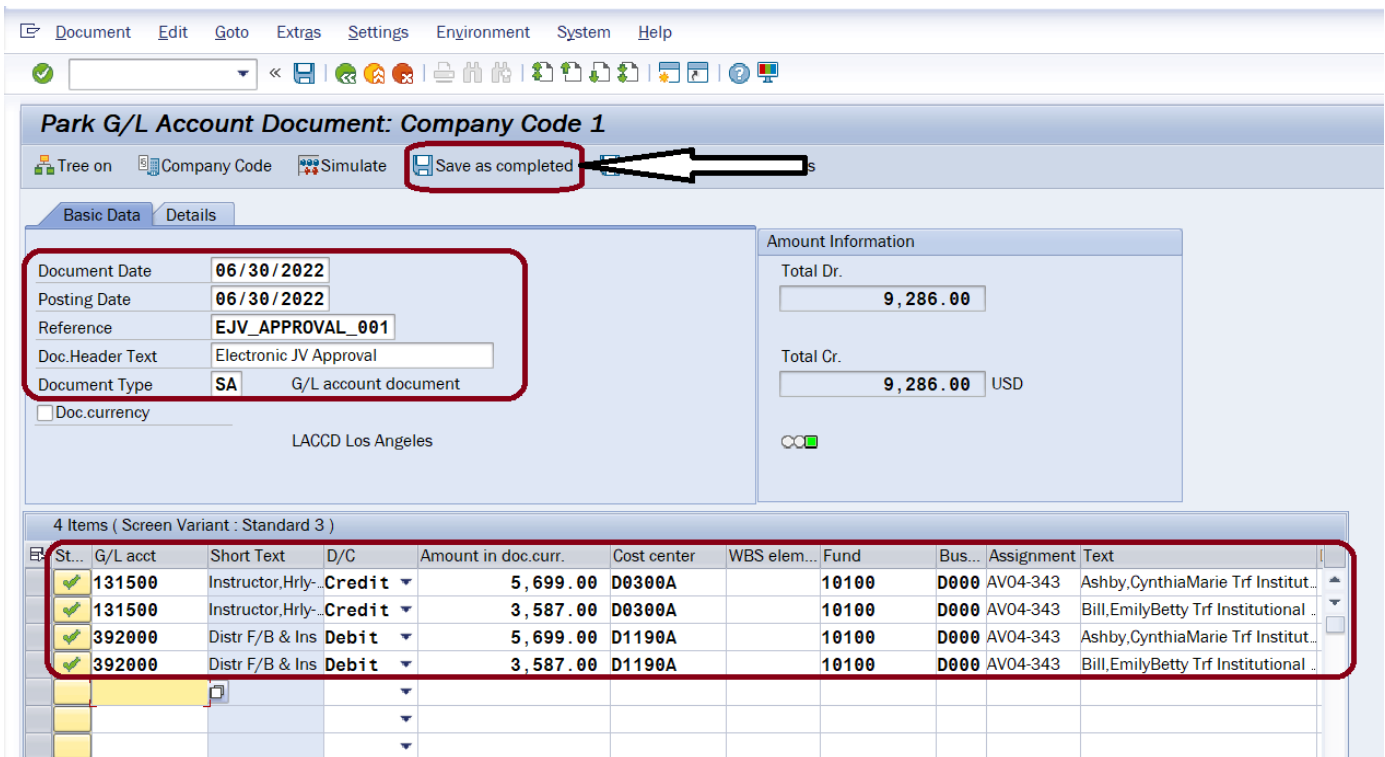
T code – FV50

Enter Following Information

- Document Date
- Posting Date
- Reference
- Document Header

At the Line Level, Enter Journal Entry Information such as GL account, Amount, Cost Center/WBS, Assignment and Text.

Make sure Journal Entry is balanced (Debit = Credit)



The screenshot shows the SAP FV50 Journal Voucher Entry screen. The title bar indicates 'Park G/L Account Document: Company Code 1'. The 'Save as completed' button is highlighted with a red box and an arrow. The 'Basic Data' tab is active, showing the following fields:

- Document Date: 06/30/2022
- Posting Date: 06/30/2022
- Reference: EJLV\_APPROVAL\_001
- Doc. Header Text: Electronic JV Approval
- Document Type: SA (G/L account document)
- Doc. currency: (empty)

The 'Amount Information' section shows:

- Total Dr.: 9,286.00
- Total Cr.: 9,286.00 USD

The '4 Items (Screen Variant: Standard 3)' table is displayed below:

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	WBS elem...	Fund	Bus...	Assignment	Text
✓	131500	Instructor, Hrly- Credit	▼	5,699.00	D0300A		10100	D000	AV04-343	Ashby, CynthiaMarie Trf Institut...
✓	131500	Instructor, Hrly- Credit	▼	3,587.00	D0300A		10100	D000	AV04-343	Bill, EmilyBetty Trf Institutional ...
✓	392000	Distr F/B & Ins Debit	▼	5,699.00	D1190A		10100	D000	AV04-343	Ashby, CynthiaMarie Trf Institut...
✓	392000	Distr F/B & Ins Debit	▼	3,587.00	D1190A		10100	D000	AV04-343	Bill, EmilyBetty Trf Institutional ...

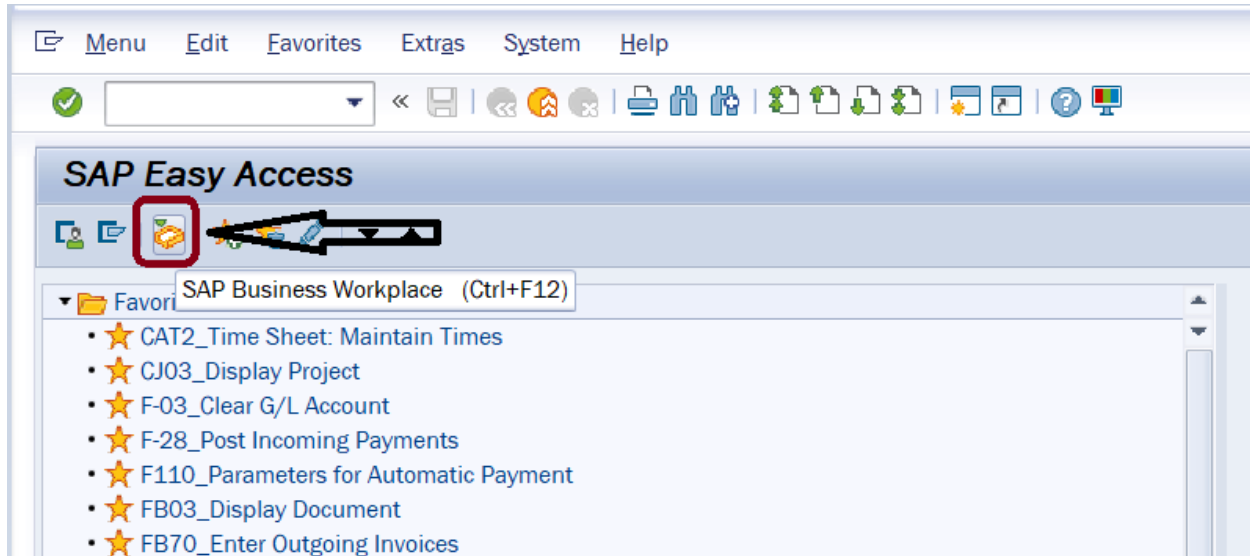
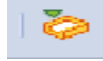
# JOURNAL VOUCHER FOR ELECTRONIC APPROVAL



When the information is updated completely, Select Option **SAVE AS COMPLETED** to Submit it for Electronic approval.

The Status of the Journal Voucher can be verified at the SAP Business work Place

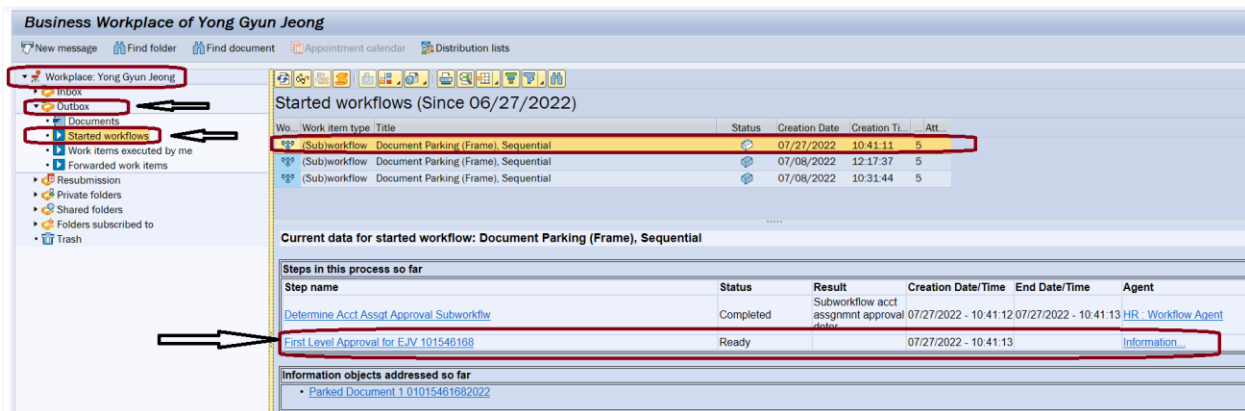
From the main Screen Select Icon



The Business work place screen will appear

Select Out Box → Started Work Flow → Select Item Submitted

This will display what is the status of the submitted Item



# JOURNAL VOUCHER FOR ELECTRONIC APPROVAL



## Option 2: Journal Voucher Upload Function

T code: **ZFIEJV\_LACCD\_PARK**




Enter Following Information

Input Path: Select JV upload file from your desktop

### Posting Details

- Company Code
- Document type
- Fiscal Year
- Posting Period

**Create JV/Asset posting from LACCD excel file format**

**Input File**

File Server Type: **Presentation (Windows)** Switch Server Type

File Path & Name: **P:\Projects\Projects\_03.19.2020\EJV\JV\_Upload\_Accounting\_Sa...**

☐ Use Logical File

**Error File**

File Server Type: **Presentation (Windows)** Switch Server Type

File Path & Name: **c:\**

☐ Use Logical File

**Posting Details**

Company Code	<b>1</b>
Document type	<b>SA</b>
Trans Type	
Fiscal Year	<b>2022</b>
Posting Period	<b>12</b>
Session Name	<b>ZFIJV</b>

Asset Transfer ABOMIN

☐ Asset Transfer

Select Execute  to proceed.



# JOURNAL VOUCHER FOR ELECTRONIC APPROVAL

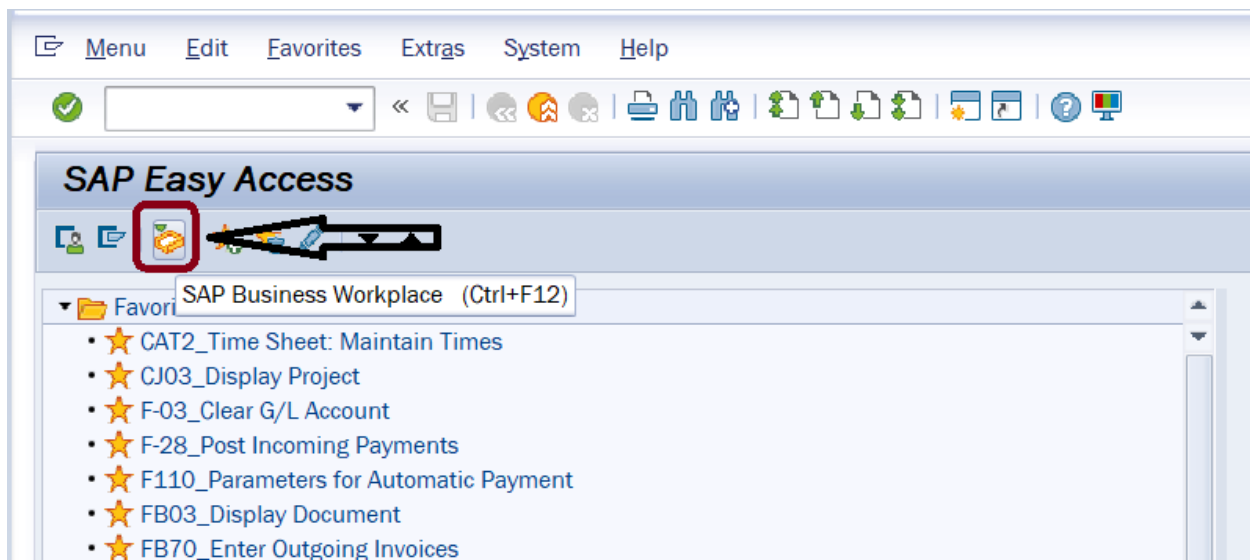
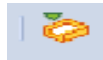


The successful completion will provide you a document number submitted for approval

AUDIT SUMMARY	
Total no. of transactions in input file:	1
Total no. of transactions failed:	0
Total no. of transactions parked:	1
Transactions park document number:	101546169

The Status of the Journal Voucher can be verified at the SAP Business work Place

From the main Screen Select Icon



The Business work place screen will appear

Select Out Box → Started Work Flow → Select Item Submitted

This will display what is the status of the submitted Item

# JOURNAL VOUCHER FOR ELECTRONIC APPROVAL



**Business Workplace of Yong Gyun Jeong**

Started workflows (Since 06/27/2022)

Wo...	Work item type	Title	Status	Creation Date	Creation T...	Att...
1	(Sub)workflow	Document Parking (Frame), Sequential	Ready	07/27/2022	12:11:41	5
2	(Sub)workflow	Document Parking (Frame), Sequential	Completed	07/27/2022	10:41:11	5
3	(Sub)workflow	Document Parking (Frame), Sequential	Completed	07/08/2022	12:17:37	5
4	(Sub)workflow	Document Parking (Frame), Sequential	Completed	07/08/2022	10:31:44	5

Current data for started workflow: Document Parking (Frame), Sequential

Steps in this process so far

Step name	Status	Result	Creation Date/Time	End Date/Time	Agent
Determine Acct Assgt Approval Subworkflw	Completed	Subworkflow acct assignmnt approval date	07/27/2022 - 12:11:46	07/27/2022 - 12:11:46	HR - Workflow Agent
First Level Approval for EJV 101546169	Ready		07/27/2022 - 12:11:46		Information...

Information objects addressed so far

- Parked Document 1 01015461692022

Please use enclosed file as a template for JV upload function



JV\_Upload\_Account  
ing\_Sample.xlsx

Note: SAP has provided a feature which allows to attach all necessary documentation to Journal Voucher so that all the information related to Journal Voucher can be reviewed at one place.

When the Journal Voucher submitted for approval, inquire on it and use following steps to attach documents.

**Edit Parked G/L Account Document 0101546168 1 2022**

Amount Information

Amount	Unit
Total Dr.	9,286.00
Total Cr.	9,286.00 USD

4 Items ( Screen Variant : Standard 3 )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	WBS element	Fund	Bus...	Assignment
✓	131500	Instructor,Hrly-	Cred...	5,699.00	D0300A		10100	D000	AV04-343
✓	131500	Instructor,Hrly-	Cred...	3,587.00	D0300A		10100	D000	AV04-343
✓	392000	Distr F/B & Ins	Debit	5,699.00	D1190A		10100	D000	AV04-343
✓	392000	Distr F/B & Ins	Debit	3,587.00	D1190A		10100	D000	AV04-343