

TRANSACTION FLOW DOCUMENTATION FORM

Statement of Financial Position Date – 6/30/2020

Audit Area Revenue, Accounts Receivable

Transaction Classes CASH RECEIPTS (Accounts Receivable)

1. How and by whom are transactions initiated and authorized?

who receives and records cash payments?

We receive no cash payments.

checks received? payments received by mail?

We receive no payments or checks by mails, with two exceptions this year. These were refunds from SDRAM and CSIF, our insurers. Both checks were deposited with county and hard copy maintained at district.

Please list out each location that collects money, who is responsible for collection, who deposits the monies, and what source documents are kept at each location.

We do not collect money. County provides this service through direct charge/special tax process.

Please also list out the physical controls at each collection location

Since we do not collect money and have no collection locations, this is not an issue for us.

2. Describe the accounting processing steps from initiation to inclusion in the general ledger. (how are receipts entered into the system?)

We do not have receipts to include.

3. Supporting documents involved are as follows:

For the refunds, copies of the checks and deposit paperwork along with letters from each agency, support the deposits.

4. Subsidiary journals or ledgers involved are as follows:

No subsidiary journals or ledgers maintained. Deposits noted in FO summary report.

5. Have there been any write-offs to accounts receivable in the past year? If so, who has the authority to initiate and/or approve write-offs or write-downs?

No. Sounds like this would be a board function in our district but hasn't come up.

6. Are there reconciliations performed between deposits entered into the District's program tracking system? If so, who performs the reconciliations and what precise procedures are done?

No.