



**Los Angeles County
Office of Education**

**URGENT
BULLETIN # 5276**

URGENT BULLETIN

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

October 2, 2020

TO: Chief Business Officers
Chief Personnel Officers
HRS District Coordinators
PeopleSoft District Security Administrators
Los Angeles County K-12 School and Community
College Districts and Charter Schools

FROM: Sachiko Enomoto, School Accounting and Finance Manager
Division of School Financial Services

SUBJECT: UPDATE to Urgent Bulletin No. 5185
School Financial Services Emergency Plan to Support Districts' Payroll
and Financial Operations

Below please find the Los Angeles County Office of Education, School Financial Services (SFS), updated plan to provide guidance for districts during LACOE's continued office closure, in response to the Coronavirus (COVID-19) pandemic.

School Deposits

SFS has revised the deposit schedule starting the week of October 5, 2020. The original guidance remains the same.

Revised Deposit Schedule

The provided deposits will be made once a week every Thursday starting October 8, 2020 until further notice.

As a reminder, SFS is accepting deposits in the following forms:

1. Cashier's Check – a check drawn by a bank on its own funds and signed by it's cashier
2. Money Order – an order issued by a post office, bank, or other institution for payment at any branch of the organization
3. Government Warrant – a written order, drawn by a government entity, directing the treasurer to pay a specified amount to a designated payee
4. Clearing Account Check – a check from the district's clearing account

NOTE: SFS does not accept personal, corporate, or foundation checks for deposit.

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Treasury Deposit Preparation Procedures During LACOE's Office Closure

1. SFS is waiving the requirement to receive checks within three (3) working days of the clearing account check date.
Note: If the Journal was recorded, please send the check by the first week of the following accounting period to ensure the deposit is recorded in the proper period.
2. Individual cashier's checks, money orders, and government warrants exceeding **\$50,000** may be sent to SFS to be deposited directly into the Treasury. Individual cashier's checks, money orders, and government warrants with an amount *less* than **\$50,000** should be deposited into the district's clearing account. This is a per check threshold amount (not the aggregate amount of a multiple check deposit).
3. SFS requests that Districts accumulate as many checks as possible and send **one** check from the clearing account covering all amounts (regardless of fund), to be sent to SFS for deposit.

NOTES:

Deposits with the following conditions will be sent back to the district:

- a. Deposits with no corresponding "Daily Cash Deposit Report" and/or "Daily Deposit Check List" for the PeopleSoft Financial System (PSFS) and "JVDEP Report" for the Best Enhancement Transformation System (BEST) – Financial (FIN).
- b. Any checks under \$50,000
- c. If there is any missing information or are discrepancies with the journal entry such as (but not limited to): incorrect or missing journal/record date, and/or amount
- d. Checks with missing information such as the following but not limited to: incorrect dollar amount, missing/incorrect check date, or missing signature

If there is an emergency please contact SFSRevenue@laoe.edu for assistance.

If you have questions regarding this bulletin, please contact me at (562) 922-6191 or by email at Enomoto_Sachiko@laoe.edu.

Approved:

Nkeiruka Benson, Director

Division of School Financial Services

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