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## State and Federal Reporting Procedure (ACC-P003)

Milford Public School District

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### 1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounting Department reports financial information to the State and Federal government for the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

### 2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations

### 3.0 APPROVAL AUTHORITY:

- 3.1 Business Office Manager

### 4.0 DEFINITIONS:

- 4.1 None

### 5.0 PROCEDURE: -

- 5.1 The Accounting Department is responsible for the financial and payroll reporting to the State and Federal Government.
- 5.2 The Business Office Manager is responsible for State reporting which includes but is not limited to the following:
  - 5.2.1 Payroll Withholding Taxes which is reported bi-weekly.
  - 5.2.2 Quarterly Unemployment
  - 5.2.3 Construction in Process Recording which is reported bi-monthly
  - 5.2.4 Grants Cash Management Reporting which is reported monthly – ED111
  - 5.2.5 End of the Year Grant Reports – ED141
  - 5.2.6 End of Year School Report – ED001
  - 5.2.7 End of Year Universal Service Fund
  - 5.2.8 Minimum Expenditure Requirement (MER)
  - 5.2.9 ED017 – Annual Request for Reimbursement Health Based Expenditures
- 5.3 The Business Office Manager is responsible for Federal reporting which includes but is not limited to the following:
  - 5.3.1 Payroll Withholding Taxes which include Social Security and Medicare
  - 5.3.2 941 which is reported quarterly
  - 5.3.3 W-2's which is reported annually
  - 5.3.4 Medicare Reimbursement Claim
  - 5.3.5 1099's

*Authorized Signature on File*

Signature

Date

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5.4 The above named reports are filed with the State and Federal government in a timely fashion and copies are kept in the Accounting Office.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 Above named reports

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
State Reports	Accounting Files	State Retention Schedule is used	Discard as desired	Locked Office
Federal Reports	Accounting Files	Federal Retention Schedule is used	Discard as desired	Locked Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/03	A	Initial Release
10/04/2004	B	Changed 2.0, Responsibility
04/25/2005	C	Changed title in 3.1, 5.2 and 5.3

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