



Debt Management Procedure (A&I-P011)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Business Department manages debt at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Accountant

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 Debt – General Obligation bonds (GO) and medium term obligations (leases)
- 4.2 Debt proceeds – monies used to build schools and older school improvements
- 4.3 Medium Term Obligation – lease buses, educational software, building improvements (boilers, energy equipment retrofits)
- 4.4 WCSD – Washoe County School District
- 4.5 CFO – Chief Financial Officer
- 4.6 CA – Chief Accountant

5.0 PROCEDURE:

- 5.1 The Chief Accountant is responsible for debt management at WCSD.
 - 5.1.1 The CFO and CA work with the financial advisor and bond legal counsel on the issuance of bonds for WCSD.
 - 5.1.2 The bond proceeds received are used in accordance with the WCSD Bond Resolution.
 - 5.1.3 GO BONDS – are paid semi annually, property taxes collected by the county are used to pay debt and the county pays the bond-paying agent on WCSD's behalf.
 - 5.1.4 The CA monitors the principal, interest and fee payments made by the county on a monthly basis.
 - 5.1.4.1 If there is a discrepancy, the CA works with the county to resolve the discrepancy.
 - 5.1.5 The CFO and CA work with the financial advisor and bond legal counsel on a continuous basis to look for opportunities to refund bonds to obtain more favorable rates for the district.
- 5.2 The CA is responsible for assuring that the medium term obligation debt is managed and paid according to the debt schedule.



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5.2.1 The debt schedule is amortized by the lending institution and is reviewed periodically throughout the year by the CA.

5.2.2 The CA assigns payments to the responsible accounts payable clerk(s).

5.2.2.1 The accounts payable office at the WCSD makes medium term payments to the appropriate lending institution based on the debt schedule.

5.3 The CA compiles an audit report of the GO Bonds and Medium Term Obligations on a yearly basis to be used for the budget and the annual audit at WCSD.

6.0 ASSOCIATED DOCUMENTS:

6.1 Debt Schedules

6.2 Amortization Schedule

6.3 County Reports

6.4 Lending Institutions Statements

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Debt Schedules	Business Office	Life of Debt	Discard as Desired per CSI-P004	Locked Office
Amortization Schedule	Business Office	Life of Debt	Discard as Desired per CSI-P004	Locked Office
County Reports	Business Office	Life of Debt	Discard as Desired per CSI-P004	Locked Office
Lending Instructions Statements	Business Office	Life of Debt	Discard as Desired per CSI-P004	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/29/05	A	Initial Release
10/20/08	B	Added definitions 4.5 and 4.6; revised Record Retention Table to include "per CSI-P004" to define Discard as desired.

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