



LOS ANGELES COMMUNITY COLLEGES

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

ACCOUNTING OPERATIONS BULLETIN 2016/17-04 FY 2016-2017 Load Banking Balance

DATE: February 22, 2017

TO: Vice Presidents of Academic Affairs
Vice Presidents of Administration

FROM: Charalambos Ziogas, Director of Accounting

CONTACT: *JK* Jackson Kuo, Accounting Manager, Ext. 2150

SUBJECT: FY 2016-2017 Load Banking Balance

During the 2016 ACCJC accreditation review, a recommendation was issued to the District under Standard III.D.12. In order to meet the Standard, it was recommended that the District develop a process to capture the full impact of the District's liability for load banking and to record the liability in the District's financial statements.

In order to maintain continued compliance and properly present the District's financial statements, we need your assistance to complete the attached Excel template. Below is a brief explanation of the info requested. All Fields must be completed.

1. Instructor Name - Last name, first name
2. Assignment Number – **Do not use employee ID number.** Assignment number where load banked hours was earned.
3. Semester – Semester and year for which the load banked hours were earned.
4. Course - Course name for which the load banked hours were earned.
5. Section # - Section number for which the load banked hours were earned.
6. Hours – Standard hours associated with the section listed.
7. Load Credit Expires – Semester and year load credit is set to expire.
8. Fund Center – Fund center where salaries for this course is charged to.
9. GL – GL account where salaries for this course is charged to.
10. Contract Load – Faculty standard teaching load per semester as outlined by AFT 1521 contract P28.
11. Salary – Salary per month
12. Salary per Semester – Formula. **Do not enter data. ESC will complete.**
13. Percentage of contract load that has been banked - Formula. **Do not enter data. ESC will complete.**
14. Adjunct Rate – Employee's current adjunct rate.
15. Equity Differential – Differential for the assignment listed in field #2.
16. Notes - Optional

Please complete the document to reflect balances as of 12/31/2016 and submit to Jackson Kuo, Accounting Manager at kuojy@email.laccd.edu by 3/10/2017. Completed worksheet for FY 2015-2016 is available upon request. We will follow up with a request for updated balances as of 6/30/2017.

If you have any questions, please contact Harry Ziogas at (213) 891-2102 or Jackson Kuo at (213) 891-2150.

c: Vice Chancellor of Finance/Resource Development
Vice Chancellor of Educational Programs & Institutional Effectiveness
Chief Financial Officer/Treasurer
Jackson Kuo
College Financial Administrators
SPOCS