LOCAL AREA INVESTMENT FUND (LAIF) TRANSFERS – the Sierra Kings Health Care District (the District) shall deposit unallocated revenues into its LAIF account.

PURPOSE:
The purpose of this policy is to ensure the District has a standardized practice for transferring unallocated funds into the LAIF account.

POLICY:
It is the policy of the District to maintain $100,000 in its business banking account. Excess funds shall be transferred to the LAIF account monthly.

PROCEDURE:

The Sierra Kings Health Care District shall deposit unallocated funds in excess of $100,000 into the LAIF account monthly using the following procedures:

Transfer Determination
On the day Adventist Health deposits their lease payment, the Chief Executive Officer will assess the District's business banking account to determine the amount of unallocated funds to be transferred to the LAIF account. This determination shall consider the following:

1. Determine the budgeted amount of funds necessary to cover that month's operating expenses as per the adopted budget.
2. Add the month's budgeted expenses to $100,000. The summation shall be the amount necessary for that month's expenses.
3. The bank balance will be compared to the District's balance in QuickBooks to account for outstanding checks.
4. The estimated balance shall be subtracted from the balance of the District's business banking account and the excess funds shall be transferred into the LAIF account.

Facilitating the Transfer
On the day Adventist Health deposits their lease payment, the Chief Executive Officer shall initiate the transfer of funds in the amount (as determined above) to the LAIF account as follows:

1. Access LAIF online at www.treasure.ca.gov/pmia-laif/index.asp
2. Follow the prompts to make the transfer
3. Copy all confirmation information to include:

- LAIF account number
- Date of wire
- Deposit amount
- Bank information
- Confirmation number

4. Paste into an email to the Executive Assistant and the Chief Financial Officer
5. The Business Office will then complete the wire transfer following the Accounting Handbook Wire Transfer Procedure located in the One Drive/Finance/Accounting Handbook.
6. The Chief Executive Officer will forward the confirmation of the LAIF wire transfer to the Business Office for record-keeping in the bank reconciliation.

NOTE: This process can be implemented on the last day of the month, pending receipt of the monthly lease payment from Adventist Health. In the event the Adventist Health lease payment is not received on the last day of the month, the transfer shall be delayed by a period no more than 5 days.

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