

## How to Record a Bond Issue

- Step 1 - From the bond closing documents, or "Bond Book", find the "Sources and Uses of Funds" page (see example below)
- Step 2 - Review the "Sources of Funds". These are the "Credits" to the entry.
- Step 3 - Review the "Uses of Funds". These are the "Debits" to the entry.
- Step 4 - Assign General Ledger account codes based on the line descriptions (standard Texas school district account codes used)
- Step 5 - Post entry.

Note - The example below assumes the bond issue and funds received will be recorded to a Capital Projects Fund using Fund Number 699)

	<b><u>Sources and Uses of Funds</u></b>	
Credits to Entry	<b><u>Sources of Funds</u></b>	<b><u>Series 2017</u></b>
	Principal Amount of the Bonds <span style="border: 1px solid red; padding: 2px;">Credit "Issuance of Bonds" (699-00-7911)</span>	\$33,365,000.00
	Original Issue Reoffering Premium on the Bonds <span style="border: 1px solid red; padding: 2px;">Credit "Premium/Discount on Issuance of Bonds" (699-00-7916)</span>	4,906,254.25
	<b>Total Sources</b>	<b>\$38,271,254.25</b>
Debits to Entry	<b><u>Uses of Funds</u></b>	
	Deposit to Project Fund <span style="border: 1px solid red; padding: 2px;">Debit "Cash or Investments" (699-00-1110 or 1120)</span>	\$37,900,000.00
	Cost of Issuance and Underwriter's Discount <span style="border: 1px solid red; padding: 2px;">Debit "Issuance Costs" (699-71-6599)</span>	371,254.25
	<b>Total Uses</b>	<b>\$38,271,254.25</b>