

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 13-010

Date: July 12, 2012

To: District Fiscal Directors

From: Cathy McKim

Re: Unaudited Actuals including Gann Limit- Due September 15th

This bulletin is being sent to remind you that your SACS Unaudited Actuals including the Gann forms for FY 11/12 are due to the Santa Clara County Office of Education, District Business & Advisory Services no later than September 15, 2012. Background information regarding the Gann Limit is attached for your convenience.

Please submit the following information to your District's Advisor:

- One hard copy of the SACS Unaudited Actuals
- One soft or e-mail version of the Unaudited Actuals
- The signed, original Certification Page
- One copy of the Charter Schools Financial Reporting Status Form from the District responsible for the Charter School
- Signed board resolution for your Gann Limit Appropriations

If you have any questions or concerns, please contact your District's Advisor at:

Ann Redd	Ann_Redd@sccoe.org	408-453-6593
Jason Vann:	Jason_Vann@sccoe.org	408-453-6576
Jenina Salcedo	Jenina_Salcedo@sccoe.org	408-453-6594
Kolvira Chheng:	Kolvira_Chheng@sccoe.org	408-453-6510

Please distribute this memo within your District as deemed appropriate.

Background Information: Gann Limit:

Per EC 42132, “on or before September 15 of each year, the governing board of each school district shall adopt a resolution to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit for the district for the preceding fiscal year. That resolution shall be adopted at a regular or special meeting of the governing board.” The documentation supporting the adoption resolution shall be made available to the public on the date of the meeting scheduled for the purpose of adopting the limits.

Further, Government Code 7906f requires each school district to report to the Superintendent of Public Instruction and to the Director of Finance “at least annually its appropriation limit, its appropriations subject to limitation, the amount of its state aid apportionments and subventions included within the proceeds of taxes of the school district, and amounts excluded from its appropriations limit, at a time and in a manner prescribed by the Superintendent of Public Instruction and approved by the Director of Finance.”

Please be advised that your Gann Limit resolutions are due to the us by September 15th. Form GANN is included in the SACS software to assist LEAs in meeting their constitutional and statutory Gann obligations. This form should be opened after the District has imported its final financial system data and the Supplemental Forms A (Attendance) and RL (Revenue Limit) have been completed. The technical review checklist should be free of any errors associated with these forms. Upon opening Form GANN, applicable general ledger, attendance, and revenue limit data will be extracted into the form. The specific forms and general ledger account codes being extracted are noted on the form. In addition, applicable prior year Gann data will be preloaded into the form. Once the extractions have been completed, only a few items remain to be keyed into the form. Adjustment columns are available to make any necessary corrections to prior year Gann data or to extracted data for compliance with Gann reporting requirements. All adjustments must be explained in the bottom section of Form GANN and documentation supporting the adjustments kept in your files along with a copy of this year's Form GANN.

It is not necessary to submit a copy of the board resolution adopting your appropriations limit to the CDE. However if you find your District is in need of increasing its limitation, Section 7902.1 states that the school district shall notify the Director of Finance.

To aid your District in its disclosure to the Governing Board, sample resolutions and a sample Department of Finance limitation increase letter have been attached.