



District Business & Advisory Services
Judy Lee Kershaw: Director- DBAS: 408-453-6510

Bulletin: 18-010

Date: November 1, 2017

To: District Chief Business Officers
District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2017-18 First and Second Interim Check List

The purpose of this bulletin is to provide districts with a listing of items required to be submitted to the Santa Clara County Office of Education – District Business and Advisory Services for Fiscal Year 2017-18 First and Second Interim Reporting periods in accordance with Education Code 42131(a)(1) and (2).

For K-12 Districts– The First Interim Report is due by **December 15, 2017**, and the Second Interim Report is due by **March 19, 2018**. Please ensure that your submissions are complete and include the following items:

- ✓ DAT file
- ✓ Local Control Funding Formula (LCFF) Calculation
- ✓ District Information (Narratives, Assumptions, Board Presentations)
- ✓ STRS on behalf
- ✓ Any relevant district information including Collective Bargaining Agreement Disclosure Forms, new actuarial valuation reports, new debt instruments, upcoming parcel taxes, retro pay, etc.
- ✓ Notification of changes in Administrators, Superintendents, Chief Business Officers and Fiscal Directors
- ✓ Table of Contents
- ✓ Form CI – Printed copy Interim Certification with original signatures
- ✓ SACS Fund Forms
- ✓ Form AI – Average Daily Attendance forms
- ✓ Form CASH – Cash Flow Worksheet
- ✓ Form MYPI - Multi-Year Projections General Fund
- ✓ Form 01CSI – Criteria and Standards Review
- ✓ Form SIAI – Summary of Interfund Activities – Projected Year Totals
- ✓ TRC – Technical Review Checklist
- ✓ Narrative of changes since adopted budget. *Just as it is helpful to have districts submit a budget assumptions worksheet or narrative when providing the county with the adopted budget, we request that districts submit a narrative about key factors or significant changes since adopted budget that is reflected in each interim report, such as the use of one time funds identified since budget adoption, etc. Attached is a worksheet that ensures that the county staff have easy access to the district's assumptions and any other information that are significant to an understanding of the district's solvency.*
- ✓ If not using QSS, please provide a general ledger print out of all funds listed on the state forms, indicating restricted and unrestricted, plus narratives for any funds projected to be negative for the current year. Analysis of Reserves
- ✓ Staffing Analysis (we are checking if FTE ties to Criterion and Standards for Certificated and Classified
- ✓ Audit Report or any other reports regarding the financial condition of the district.

For Charter Schools – First Interim Report is due by **December 15, 2017** to chartering authority and COE, Second Interim Report is due by **March 15, 2018** to chartering authority and COE per Education Code 47604.33(a)(3)(4). Please confirm the following items are contained in your Interim Report (Alternative Form) submissions:

- ✓ Charter School Official with original signatures
- ✓ Authorized Representative of Charter Approving Entity with original signatures
- ✓ Additional information section – include contact information including Name, Title, Phone and e-mail address for Approving Entity and for Charter School

Please feel free to call me at (408) 453-6593 or your Advisor with any questions.

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