



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

Bulletin: 18-038

Date: June 20, 2018

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

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2018-19 Budget Check List

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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 (SCCOE) – District Business and Advisory Services for Fiscal Year 2018-19 Budget Reporting in accordance with Education Code 42127(a)(2).

**For K-12 Districts**– The Budget Report is due to the SCCOE by **July 1, 2018**. Please ensure that your submissions are complete and include the following items:

- ✓ DAT file
- ✓ Completed Template Statement for Balances in Excess of Minimum Reserve Requirements
- ✓ Provide Budget Model Number and Fiscal Year
- ✓ 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 CB – Certification of Budget Adoption (with original signatures)
- ✓ Form CC – Workers’ Compensation Certification (with an original signature)
- ✓ SACS Fund Forms
- ✓ Form A – Average Daily Attendance forms
- ✓ Form CASH – Cash Flow Worksheet
- ✓ Form MYP - Multi-Year Projections including assumptions
- ✓ Form 01CS– Criteria and Standards Review
- ✓ Technical Review Checklists ( TRC’s) for budget and actual data types with all fatal exceptions cleared and valid warning exceptions explained.
- ✓ 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** – The Budget Report is due to the chartering authority and COE by **July 1, 2018** per Education Code 47604.33(a)(1). 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.

Yen Lam (408) 453-6510  
Stephanie Lo (408) 453-4327  
Anita Maharaj (408) 453-6594