



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

Bulletin: 20-014

Date: November 15, 2019

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

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2019-20 First and Second Interim 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 – District Business and Advisory Services for Fiscal Year 2019-20 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 16, 2019**, and the Second Interim Report is due by **March 16, 2020**. Please ensure that your submissions are complete and include the following items:

- ✓ DAT file
- ✓ PDF of all SACS Forms Including:
  - ✓ Table of Contents
  - ✓ All Fund Forms
  - ✓ Form AI – Average Daily Attendance forms
  - ✓ Form CASH – Cash Flow Worksheet
  - ✓ Form MYPI - Multi-Year Projections General Fund
    - ✓ Unrestricted
    - ✓ Restricted
    - ✓ Combined Unrestricted and Restricted
    - ✓ All Assumptions for increases or decreases in Revenue and Expenditures in projection for year two and year three
  - ✓ Form 01CSI – Criteria and Standards Review
  - ✓ Form SIAI – Summary of Interfund Activities – Projected Year Totals
  - ✓ TRC – Technical Review Checklist
- ✓ SACS Form CI – Printed copy Interim Certification **with original signatures**
- ✓ Local Control Funding Formula (LCFF) Calculation
- ✓ District Information
  - ✓ Narratives
  - ✓ Assumptions
  - ✓ Board Presentations
- ✓ STRS on behalf
- ✓ 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.
- ✓ 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
- ✓ Narrative of changes since adopted budget

**If not using QSS, please provide**

- ✓ 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

**For Charter Schools** – First Interim Report is due by **December 15, 2019** to chartering authority and COE, Second Interim Report is due by **March 16, 2020** 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

Rema Kumar (408) 453-4277

Yen Lam (408) 453-6510

Susan Ady (408) 456-6957