



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

Bulletin: 20-024

Date: March 6, 2020

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

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2019-20 Second Interim Check List

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The purpose of this bulletin is to remind districts of items required to be submitted to the Santa Clara County Office of Education – District Business and Advisory Services for the Fiscal Year 2019-20 Second Interim Reporting period in accordance with Education Code 42131(a)(1) and (2).

**For K-12 Districts**– The Second Interim Report is due by **March 16, 2020**. Please ensure that your submissions are complete and include all of the following items:

1. DAT file
2. PDF of all SACS Forms Including:
  - 2.1. Table of Contents
  - 2.2. All Fund Forms
  - 2.3. Form AI – Average Daily Attendance forms
  - 2.4. Form CASH – Cash Flow Worksheet
  - 2.5. Form MYPI - Multi-Year Projections General Fund
    - 2.5.1. Unrestricted
    - 2.5.2. Restricted
    - 2.5.3. Combined Unrestricted and Restricted
    - 2.5.4. All Assumptions for increases or decreases in Revenue and Expenditures in projection for year two and year three
3. Form 01CSI – Criteria and Standards Review
4. Form SIAI – Summary of Interfund Activities – Projected Year Totals
5. TRC – Technical Review Checklist
6. SACS Form CI – Printed copy Interim Certification **with original signatures**
7. Local Control Funding Formula (LCFF) Calculation (prefer a soft copy of spreadsheet)
8. District Information
  - 8.1. Narratives
  - 8.2. Assumptions for current and two subsequent years
  - 8.3. Board Presentations
9. STRS on-behalf
10. Staffing Analysis (we are checking if FTE ties to Criterion and Standards for Certificated and Classified)

11. Any reports regarding the financial condition of the district
12. Any relevant district information including:
  - 12.1. Collective Bargaining Agreement Disclosure Forms
  - 12.2. Retro pay
  - 12.3. New actuarial valuation reports, i.e., Bond COPS
  - 12.4. New debt instruments
  - 12.5. Upcoming parcel taxes, etc.
13. Notification of changes in Administrators, Superintendents, Chief Business Officers, and Fiscal Directors
14. Narrative of changes since the First Interim budget

**If not using QSS, please provide:**

1. General ledger print out of all funds listed on the state forms, indicating restricted and unrestricted,
2. Plus narratives for any funds projected to be negative for the current year

***For Charter Schools*** –Second Interim Report is due by **March 15, 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:

1. Charter School Official with original signatures
2. Authorized Representative of Charter Approving Entity with original signatures
3. Additional information section – include contact information including name, title, phone and e-mail address for the Approving Entity and the Charter School

If you have any questions, 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) 453-6957  
Shanny Yan (408) 453-6883