



**District Business & Advisory Services**

Bulletin: 22-010

Date: November 15, 2021

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

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2021-22 First Interim Review Checklist

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 (DBAS) department for fiscal year 2021-22 First Interim Reporting in accordance with Education Code (EC) 42131.

**For K-12 Districts** – The First Interim Reports are due to the DBAS by **December 15, 2021**. Please ensure that your submission is complete and includes the following items:

SACS Forms	Supporting Documents	Others, When Applicable
<ul style="list-style-type: none"> <li>✓ DAT file (Official Export)</li> <li>✓ Table of Contents</li> <li>✓ All Fund Forms</li> <li>✓ Form AI</li> <li>✓ Form CASH</li> <li>✓ Form MYPI for General Fund:               <ul style="list-style-type: none"> <li>✓ Unrestricted</li> <li>✓ Restricted</li> <li>✓ Combined Unrestricted and Restricted</li> </ul> </li> <li>✓ Form SIAI</li> <li>✓ Form 01CSI</li> <li>✓ TRC for:               <ul style="list-style-type: none"> <li>✓ Original Budget</li> <li>✓ Projected Totals</li> <li>✓ Board Approved Operating Budget</li> <li>✓ Actual to Date (with all fatal exceptions cleared and valid warning exceptions explained)</li> </ul> </li> <li>✓ Signed Form CI</li> </ul>	<ul style="list-style-type: none"> <li>✓ Assumptions used for multiyear projections</li> <li>✓ Board presentations / budget narratives</li> <li>✓ Local Control Funding Formula calculation in original format</li> <li>✓ FTE support (we are checking if FTE ties to Criterion and Standards for Certificated and Classified)</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Change in Board President</b></li> <li>✓ Board resolution for any inter-fund borrowing</li> <li>✓ Audit report or any other reports regarding the financial condition of the district</li> <li>✓ Any relevant district information including Collective Bargaining Agreement Disclosures, new actuarial valuation reports, new debt instruments, upcoming parcel taxes, retro pay, etc.</li> <li>✓ Notification of changes in Administrators, Superintendents, Chief Business Officers, and Fiscal Directors</li> <li>✓ Board actions subsequent to the First Interim submission that could materially change the First Interim certification status</li> </ul>

**If not using QSS, please provide these additional items:**

- ✓ General ledger print-out of all funds listed on the state forms, indicating restricted and unrestricted
- ✓ Narratives for any funds projected to be negative for the current year

County Board of Education: Victoria Chon, Joseph Di Salvo, Rosemary Kamei, Grace H. Mah, Peter Ortiz, Claudia Rossi, Tara Sreekrishnan  
1290 Ridder Park Drive, San José, CA 95131-2304 (408) 453-6500 [www.sccoe.org](http://www.sccoe.org)

**For Charter Schools** – The First Interim Reports are due to the chartering authority and DBAS by **December 15, 2021**, per Education Code Sections 47604.33(a)(3) and 43509. Please ensure the following items are contained in your Interim Report (Alternative Form) submissions:

- ✓ Charter School Official signature
- ✓ Authorized Representative of Charter Approving Entity signature
- ✓ Additional information section – include contact information, Name, Title, Phone, and e-mail address for Approving Entity and for Charter School
- ✓ Subsequent to chartering authority review, the district notifies DBAS if concerns or changes in the charter’s operation might have a material impact on the district’s financial reports

Please feel free to call me at (408) 453-6593 or your Advisor:

Jemil Dimaya (408) 453-6590  
Rema Kumar (408) 453-4277  
Yen Lam (408) 453-6510  
Susan Ady (408) 453-6883