



District Business & Advisory Services

Bulletin: 22-022

Date: February 7, 2022

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

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2021-22 Second 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 Second Interim Reporting in accordance with Education Code (EC) 42131. **The Second Interim Reporting period covers all financial transactions between July 1 and January 31.**

For K-12 School Districts, the Second Interim Report is due to DBAS on **March 17, 2022**. Please ensure that your submission is complete and includes the following items:

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

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

For Charter Schools – The Second Interim Report is due to the chartering authority and DBAS by **March 15, 2022**, 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 including Name, Title, Phone and e-mail address for Approving Entity and for Charter School
- ✓ Subsequent to chartering authority review, district notifies DBAS if concern or changes in the charter’s operation that might have material impact on the district’s financial

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

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