



District Business & Advisory Services

Bulletin: 23-006

Date: August 25, 2022

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

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2021-22 Unaudited Actual 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) for Fiscal Year 2021-22 Unaudited Actuals Reporting in accordance with Education Code 42100.

For K-12 Districts – The Unaudited Actual Report is due to the SCCOE by **September 15, 2022**. 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"> ✓ Export Official DAT file ✓ Table of Contents (Optional) ✓ All Fund Forms ✓ Form A ✓ Form ASSET ✓ Signed Form CA ✓ Form CAT ✓ Form CEA ✓ Form DEBT ✓ Form ESMOE ✓ Form GANN ✓ Form ICR ✓ Form L ✓ Form PCR ✓ Form PCRAF ✓ Form SIAA ✓ TRCs – Technical Review Checklists for budget and actual data types with all fatal exceptions cleared and valid warning exceptions explained. 	<ul style="list-style-type: none"> ✓ Board presentations/narratives ✓ STRS on-behalf calculation ✓ SEMA and SEMB (These are required to be submitted to the SELPA) ✓ Fund 08 (Associated Student Body) Bank Statement and Reconciliation for form 08 	<ul style="list-style-type: none"> ✓ Audit report or any other reports regarding the financial condition of the district ✓ Any relevant district information including: <ul style="list-style-type: none"> ○ Collective Bargaining Agreement Disclosure, ○ 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

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 – Charter schools may choose to submit their financial data either in the SACS format or in the alternative form prescribed in regulations. Each charter school is required to submit its financial data to its authorizing local educational agency (LEA) on or before September 15. The reports are then reviewed for mathematical accuracy by the county office and then submitted to the CDE. 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

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

Jemil Dimaya (408) 453-6590

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Yen Lam (408) 453-6510