



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Bulletin: 23-031

Date: June 1, 2023

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

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2023-24 Budget 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 the Fiscal Year 2023-24 Budget Reporting in accordance with Education Code 42127(a)(2).

For K-12 Districts – The Budget Report is due to the SCCOE by **July 1, 2023**. Please remember to promote your dataset (within the SACS web-based software) to COE Oversight. 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"> ✓ Table of Contents ✓ All Fund Forms ✓ Form A ✓ Form CASH (Optional) ✓ Form CEA (Optional) ✓ Form CEB (Optional) ✓ Form MYP for General Fund: <ul style="list-style-type: none"> ✓ Unrestricted ✓ Restricted ✓ Combined Unrestricted and Restricted ✓ Form SIAB ✓ Form 01CS ✓ TRCs – Technical Review Checklists for budget and actual data types with all fatal exceptions cleared and valid warning exceptions explained. ✓ Signed Form CB ✓ Signed Form CC 	<ul style="list-style-type: none"> ✓ QCC Budget Model Number and Fiscal Year ✓ PDF of SACS forms ✓ Completed Template Statement of Reasons for Excess Reserves for each of the three years of the budget projection (attached) ✓ Assumptions used for multiyear projections ✓ Board presentations / budget narratives ✓ Local Control Funding Formula calculation in Excel format ✓ STRS on-behalf calculation ✓ FTE support (we are checking if FTE ties to Criterion and Standards for Certificated and Classified) ✓ Board resolution for any inter-fund borrowing 	<ul style="list-style-type: none"> ✓ Audit report or any other reports regarding the financial condition of the district ✓ 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 Administrators, Superintendents, Chief Business Officers, and Fiscal Directors (please include new contact information)

The SACS Web System User Guide link can be accessed here: [SACS System User Manual \(sacs-cde.org\)](https://sacs-cde.org).

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 Budget Report is due to the chartering authority and DBAS by **July 1, 2023**, per Education Code 47604.33(a)(1). 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
Rema Kumar	(408) 453-4277
Yen Lam	(408) 453-6510
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