



Santa Clara County Office of Education

Dr. Charles Hinman
Interim County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Bulletin: 25-010

Date: November 8, 2024

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

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2024-25 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 2024-25 First Interim Reporting in accordance with Education Code (EC) 42131.

Please Note: PLANNED SYSTEM OFFLINE

The SACS Web System will be unavailable from 11:59 pm on Friday, December 13 to approximately 8:00 am on Tuesday, December 17. This offline period coincides with the December 16 due date for submission of interim reports to the oversight entities. LEAs are encouraged to take this into consideration as they prepare their submissions for oversight entity review and approval. The CDE will provide additional reminders and updates to SACS Web system users in anticipation of the system being offline.

For K-12 Districts – The First Interim Reports are due to DBAS by **December 16, 2024**. 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 SACS forms, Supporting Documents, and other Documentation as Applicable:

SACS Forms	Supporting Documents	Others, When Applicable
<ul style="list-style-type: none"> ✓ Table of Contents ✓ All Fund Forms ✓ Form AI – Average Daily Attendance ✓ Form CASH - Cashflow Worksheet ✓ Form MYPI for General Fund: <ul style="list-style-type: none"> ✓ Unrestricted ✓ Restricted ✓ Combined Unrestricted and Restricted ✓ Form SIAI – Summary of Interfund Activities for All Funds ✓ Form 01CSI – Criteria & Standards Review ✓ TRC (with all fatal exceptions cleared and valid warning exceptions explained) for: <ul style="list-style-type: none"> ✓ Original Budget ✓ Projected Totals ✓ Board Approved Operating Budget ✓ Actual to Date ✓ Signed Form CI - Certification 	<ul style="list-style-type: none"> ✓ Assumptions used for multiyear projections ✓ Board presentations / budget narratives ✓ Local Control Funding Formula calculation in original format ✓ FTE support (we are checking if FTE ties to Criterion and Standards for Certificated and Classified) 	<ul style="list-style-type: none"> ✓ Change in Board President ✓ Board resolution for any inter-fund borrowing ✓ Audit report or any other reports regarding the financial condition of the district ✓ Any relevant district information including Collective Bargaining Agreement Disclosures, 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 ✓ Board actions subsequent to the First Interim submission that could materially change the First Interim certification status

The 2024-25 SACS Web System User Guide link can be accessed here: <https://docs.sacs-cde.org/2024-25/>

For Charter Schools – If you are using the SACS Software, please remember to promote your dataset (within the SACS Web-based software) to the authorized district; the authorized district will promote the dataset to 1st level LEA review. Please remember there is no Alternative Form for the First Interim in SACS. If you are using an Alternative Form, please submit the form to your authorizer. Once the authorizer has reviewed your submission and signed, they will submit it to the COE.

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 First Interim Reports are due to the chartering authority and DBAS by **December 16, 2024**, 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

For K-12 Districts – The prior year annual audit reports are also due to DBAS on December 16, 2024.

Not later than December 16, the CPA firm that performed the audit shall file an electronic report of each LEA’s audit for the preceding fiscal year with the county superintendent of schools in which the LEA is located, the California Department of Education (CDE) and the State Controller’s Office (SCO) based on Education Code 41020.

Charter Schools – The prior year annual audit reports are due to the charter authorizing entity, the SCO, the county superintendent of schools of the county in which the charter school is located, and the CDE by **December 16**.

Please submit the 2023-24 prior year audit reports in PDF format to your DBAS Advisor.

Please feel free to reach out to your Advisor with any questions:

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