



Date: May 6, 2026

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

From: Susan Ady, Director, District Business & Advisory Services

Re: 2026-27 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 (SCCOE) - District Business and Advisory Services (DBAS) for the Fiscal Year 2026-27 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, 2026**. Please remember to promote your dataset (within the SACS web-based software) to COE Oversight. Please ensure that your submission is complete, official, 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 (NOW REQUIRED) ✓ Form CEA (Optional) ✓ Form CEB (Optional) ✓ Form MYP for General Fund: <ul style="list-style-type: none"> ✓ Unrestricted ✓ Restricted ✓ Combined Unrestricted and Restricted ✓ Form SIAA ✓ 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 Board Presidents, District Administrators, Superintendents, Chief Business Officers, and Fiscal Directors (please include new contact information, including Title and Doctoral Degrees, if appropriate)

The SACS Web System User Guide link can be accessed here: [SACS System User Manual](#)

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, 2026**, 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, Name, Title, Telephone Number, and e-mail address for Approving Entity, and for Charter School

Please feel free to call your Advisor:

Jemil Dimaya (408) 453-6590
Rema Kumar (408) 453-4277
Yen Lam (408) 453-6510
Stephanie Lo (408) 453-4327