

Checklist

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TOOLS

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Best Practices

- Don't wait until the last minute!
- Update LCFF Calculator
- Update and Review MYP
 - SDCOE's - broad assumptions
 - District's – review for reasonableness
- Review SDCOE Cashflow
 - Broad assumptions – you know district best
- Detailed assumptions
 - Basic assumptions
 - Why are there changes?
 - Board approved cuts or increases

Best Practices - Continued

- Charters
 - New charters
 - Did you inform SDCOE?
 - Did you set up Oracle account?
 - Existing charters
 - Do you have their ADA numbers?
 - Are they required to submit their 2nd Interim to you? Remind them early!
- Bonds
 - Did you pass a bond?
 - Did you contact SDCOE?
 - Did you set up Fund 21?
 - Requires prior board approval

Suspense

- In PeopleSoft Financials, run the FAR_GL_DETAILS query for revenue and expenditure suspense
 - Revenue suspense is coded to object code 8999000
 - Clear to appropriate Fund/Resource/Object account code
 - Expenditure suspense is coded to object codes 7999000-7999020
 - Clear to appropriate GL chartfield string
 - In PeopleSoft HCM, run the M_BETTERPEDR query to determine where suspense should be cleared to related to personnel
 - In PeopleSoft HCM, run the M_KK_POSNS_NO_DBT_2018 query to ensure there are no positions that exist without a valid DBT attached

Clear Prior Year Due to – Due from Balances

1. Query objects 9310-9319 & 9610-9619 for all funds
2. Identify prior year balances
 - a. Are they cleared to zero?
 - b. If not, enter an Auditor Transfer
3. Identify current year transactions
 - a. Are they cleared to zero?
 - b. If not, can they be cleared?
 - i. Is there enough cash in the fund?

FAR_GL_ACTUALS_3_FD_RES_4OBJ

Unit %
Fund %
RESOURCE FROM
RESOURCE TO
OBJECT FROM
OBJECT TO
PERIOD FROM
PERIOD TO
Year

[View Results](#)

FAR_GL_ACTUALS_3_FD_RES_4OBJ

Unit %
Fund %
RESOURCE FROM
RESOURCE TO
OBJECT FROM
OBJECT TO
PERIOD FROM
PERIOD TO
Year

[View Results](#)

Clear Prior Year Due to – Due from Balances

1. If balances to clear, run detail queries for ranges 9310 – 9319 & 9610 – 9619 (ie. M_GL_DETAILS_PO)
2. Paste queries together in to one sheet, and create pivot table to identify balances by fund
 - a. Use period in filter to determine prior year balances

FILTERS	COLUMNS
Period ▼	Object ▼
ROWS	VALUES
Fund ▼	Sum of A... ▼

Period	0		
			Beginning balances from prior year
Sum of Amo Column La			
Row Labe	9311000	9611000	Grand Total
0100	811,569.06	(252,258.71)	559,310.35
1200	72.96	(30,693.73)	(30,620.77)
1300	87,792.64	(296,734.91)	(208,942.27)
1742	90,720.00	(37,977.70)	52,742.30
2519		(5,402.17)	(5,402.17)
6300	80,481.11	(447,568.55)	(367,087.44)
Grand Total	1,070,635.77	(1,070,635.77)	0.00

Period	(All)		
			Current outstanding balances
Sum of Amo Column La			
Row Labe	9311000	9611000	Grand Total
0100	14,163.39	(2,127.44)	12,035.95
1200	-	(14,163.39)	(14,163.39)
1300	2,127.44	(625,000.00)	(622,872.56)
1742	-	-	-
2519		(75,000.00)	(75,000.00)
6300	700,000.00	-	700,000.00
Grand Total	716,290.83	(716,290.83)	(0.00)

Clear Prior Year Accruals (A/R & A/P)

Sum of Sum A Column Labels <input type="text"/>								
Row Labels <input type="text"/>	0100	1300	1400	2000	2109	2519	6300	Grand Total
9110	3,556,767.15	4,514.57	362,145.99	1,112.80	13,706,398.36	99,662.94	161,548.23	17,892,150.04
9130	1,500.00							1,500.00
9201	61,530.94	7.85						61,538.79
9320		448.86						448.86
9490							67,884.00	67,884.00
9510	31,864.06	124.24			5,261.40	(33.08)	136.70	37,353.32
9663							(210,388.00)	(210,388.00)
9690							(92,597.00)	(92,597.00)
9791	(2,815,679.46)	(448.86)	(360,274.84)	(1,107.30)	(13,810,475.21)	(127,532.34)	123,113.63	(16,992,404.38)
9910	(75,751.01)	(878.61)					(2,376.32)	(79,005.94)
Grand Total	760,231.68	3,768.05	1,871.15	5.50	(98,815.45)	(27,902.48)	47,321.24	686,479.69

Clear Prior Year Accruals (A/R & A/P)

1. Run query for prior year to identify all accrual lines
2. Run query for all transactions for current year
3. Identify outstanding amounts
 - a. Are there amounts remaining to be received or paid?
 - a. Follow up with vendors
 - b. Note to set up as new accrual
 - b. Are there variances in accrual and amount received or paid?
 - a. Write off the variance to the revenue or expense account
 - b. If the amount is large, or creates a negative balance in a revenue or expense account, contact auditor and/or SDCOE consultant
 - c. Post adjusting entries

Budget Adjustments

- Ensure no budget journals/transfers are completed in PeopleSoft against the original budget
 - The original budget should always reflect the board approved adopted budget

Unit 09900 Journal ID NEXT Date 01/31/2018

*Ledger Group KK_DETAIL

Control ChartField Object

Budget Header Status None

*Budget Entry Type Adjustment

Parent Budget Options

☒ Generate Parent Budget(s)

☒ Use Default Entry Event

Parent Budget Entry Type Adjustment

Fiscal Year 2018 Period 7

*Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

Cur Effdt 01/31/2018

Budget Type Expense

Attachments (0)

Long Description

Alternate Description

Cross Year Budget Journals?

- In PeopleSoft you may accidentally post a Budget Journal with different Fiscal Year and Budget Period.
- This could cause a SACS TRC as the export will not populate the entries, so while your PeopleSoft budget reports show programs are in balance, SACS could show otherwise.
- To check for cross year (or mismatched) entries, run the following queries using the prior year and current year as shown, and research any results:

FAR_BUDGET_JOURNALS_ALL - Budget

District %
Journal ID %
Fiscal Year
Budget Period
Object From
Object To
Fund %
Resource From
Resource To
Accounting Period From
Accounting Period To
%=All P=Posted/ U=Unpst/ E=Err

FAR_BUDGET_JOURNALS_ALL - Budget

District %
Journal ID %
Fiscal Year
Budget Period
Object From
Object To
Fund %
Resource From
Resource To
Accounting Period From
Accounting Period To
%=All P=Posted/ U=Unpst/ E=Err

Indirect Costs

- Indirect Costs
 - If you make a change to total expenditure costs you will want to recalculate indirect costs and adjust the budget
 - Maximum eligible indirect cost calculation

District's Indirect Cost Rate = 4.05%

Total Revenues = \$10,000

Total Expenditures = \$10,000

Maximum amount to be budgeted in 7310 =

$\$10,000 / 1.0405 = \$9,610.76$ (round up to \$9,611)

Total Expenditures / (1 + indirect cost percentage) = Maximum Expenditures to allow
for Maximum Indirect Costs

$\$10,000 - \$9,611 = \mathbf{\$389}$

Total Expenditures – Maximum Expenditures = Maximum Indirect Costs

Indirect Costs

- Indirect Costs

Maximum amount to be budgeted in 7310 =

$$\$10,000 / 1.0405 = \$9,610.76 \text{ (round up to \$9,611)}$$

Total Expenditures / (1 + indirect cost percentage) = Maximum Expenditures to allow for Maximum

Indirect Costs

$$\$10,000 - \$9,611 = \mathbf{\$389}$$

Total Expenditures – Maximum Expenditures = Maximum Indirect Costs

What your Budget would look like

1000 \$ 5,000

3000 \$ 1,000

4000 \$ 2,111

5000 \$ 1,500

7000 \$ 389

TOTAL \$10,000 ✓ **Indirects \$389 = 4.047% (\$389/\$9611)** ✓

Check 5710's and 5750's Balance - Actuals

FAR_GL_DETAILS_WITH_AT - Details

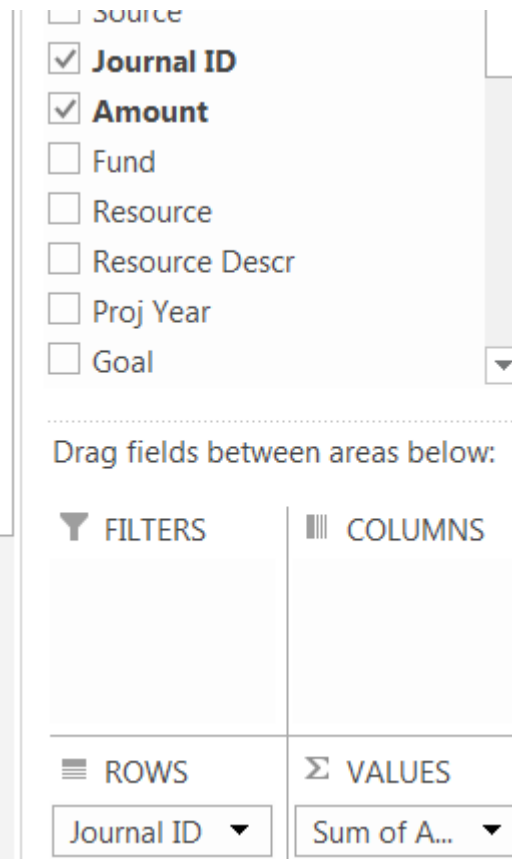
Journal ID %
Source %
District # %
Object From
Object To
Fiscal Year
Accounting Period From
Accounting Period To
Fund %
Resource From
Resource To
Site %
Op Unit %

FAR_GL_DETAILS_WITH_AT - Details

Journal ID %
Source %
District # %
Object From
Object To
Fiscal Year
Accounting Period From
Accounting Period To
Fund %
Resource From
Resource To
Site %
Op Unit %

Check 5710's and 5750's Balance - Actuals

- Open each query in Excel, highlight column E to see Balance.
- IF there is a Balance, highlight, insert Pivot →
- Research Journals with balances



The screenshot shows a data selection interface with a list of fields on the left and a pivot table configuration area on the right.

Field List:

- ☐ Source
- ☒ **Journal ID**
- ☒ **Amount**
- ☐ Fund
- ☐ Resource
- ☐ Resource Descr
- ☐ Proj Year
- ☐ Goal

Drag fields between areas below:

 FILTERS	 COLUMNS

 ROWS	 VALUES
Journal ID ▼	Sum of A... ▼

Check 5710's and 5750's Balance - Budget

FAR_BUDGET_DETAILS - Details

District %

Journal ID %

Fiscal Year

Budget Period

Object From

Object To

Fund %

Resource From

Resource To

Accounting Period From

Accounting Period To

FAR_BUDGET_DETAILS - Details

District %

Journal ID %

Fiscal Year

Budget Period

Object From

Object To

Fund %

Resource From

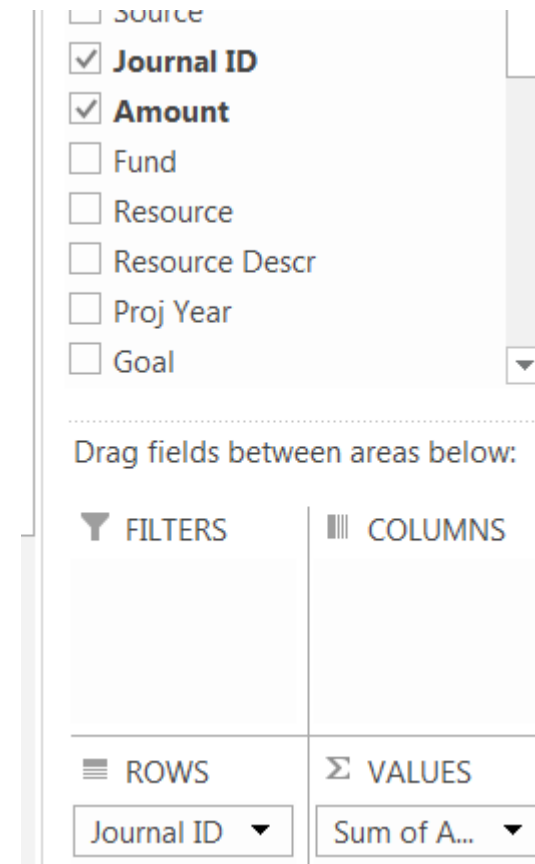
Resource To

Accounting Period From

Accounting Period To

Check 5710's and 5750's Balance - Budget

- Open each query in Excel, highlight column Z to see Balance.
- IF there is a Balance, highlight, insert Pivot →
- Research Journals with balances



The screenshot shows a data selection interface with a list of fields on the left and a pivot table structure on the right.

Field List:

- ☐ Source
- ☒ Journal ID
- ☒ Amount
- ☐ Fund
- ☐ Resource
- ☐ Resource Descr
- ☐ Proj Year
- ☐ Goal

Drag fields between areas below:

 FILTERS	 COLUMNS

 ROWS	 VALUES
Journal ID ▼	Sum of A... ▼

Balance Contributions

- What is a contribution?

Restricted programs are funded by restricted dollars. In some cases the amount of restricted dollars are not enough to cover the actual cost of the restricted program. In this instance a contribution, or transfer from another funding source – typically the unrestricted general fund, is needed in order for the program to operate.

- What kinds of contributions are there?
 - *Unrestricted General Fund to Restricted General Fund*
 - *Unrestricted General Fund to Other Fund*
 - *Other Fund to Unrestricted General Fund*

Balancing Contributions

- How is a contribution recorded?

- General Fund Contributions

- 0100-6500000-0-5001-0000-8980000 -\$150,000

- 0100-0000000-0-0000-0000-8980000 +\$150,000

- General Fund Contribution to Other Fund (Interfund Transfer)

- 1300-5310000-0-0000-0000-8916000 -\$50,000

- 0100-0000000-0-0000-9300-7616000 +\$50,000

- Other Fund Contribution to General Fund (Interfund Transfer)

- 0100-0000000-0-0000-0000-8912000 -\$100,000

- 1742-0000000-0-0000-9300-7612000 +\$100,000

Balancing Contributions

- All contribution transactions must balance to ZERO
 - 8980 across all resources = \$0
 - 7611/8911 across all funds = \$0
 - 7612/8912 across all funds = \$0
 - 7613/8913 across all funds = \$0
 - 7614/8914 across all funds = \$0
 - 7615/8915 across all funds = \$0
 - 7616/8916 across all funds = \$0
 - 7619/8919 across all funds = \$0

Balancing Contributions

- Peoplesoft Query = FAR_BUDGET_COMPARE_REV_EXP

FAR_BUDGET_COMPARE_REV_EXP -

District %

Fund %

Resource From

Resource To

Site %

Year

Accounting Period From

Accounting Period To

Op Unit %

0=Og 1=Adjmt 2=Xfers %=Revised

Object From

Object To

- Export to Excel and filter results by previous slide

Balance Transfers 761X/891X - Actuals

- Combined Query results should net zero

FAR_GL_DETAILS_WITH_AT - Details

Journal ID %

Source %

District # %

Object From

Object To

Fiscal Year

Accounting Period From

Accounting Period To

Fund %

Resource From

Resource To

Site %

Op Unit %

FAR_GL_DETAILS_WITH_AT - Details

Journal ID %

Source %

District # %

Object From

Object To

Fiscal Year

Accounting Period From

Accounting Period To

Fund %

Resource From

Resource To

Site %

Op Unit %

Balance Transfers 761X/891X - Budget

- Combined Query results should net zero

FAR_BUDGET_DETAILS - Details

District %
Journal ID %
Fiscal Year
Budget Period
Object From
Object To
Fund %
Resource From
Resource To
Accounting Period From
Accounting Period To

FAR_BUDGET_DETAILS - Details

District %
Journal ID %
Fiscal Year
Budget Period
Object From
Object To
Fund %
Resource From
Resource To
Accounting Period From
Accounting Period To

Balancing Restricted Resources

- *Restricted resources may not have a negative ending fund balance (exception – Prop 39 resource 6520). Many restricted resources may not have positive ending fund balances either. Most restricted resources are looking for*
- Revenues + Beginning Fund Balance = Expenditures

How to balance restricted resources?

- Identify whether or not the resource allows for and ending fund balance
 - F = Ending Fund Balance Allowed
 - U = Unearned Revenue (Ending Fund Balance NOT allowed)
 - In both cases a negative ending fund balance is NOT allowed*

 California Department of EDUCATION	
SACS » querybyresource » resourcelist » pcadetail	
SACS Query PCA/Resource Detail	
SACS Resource Code:	3010
SACS Title:	ESEA: Title I, Part A, Basic Grants Low-Income and Neglected
Friendly Title:	ESEA (ESSA): Title I, Part A, Basic Grants Low-Income and Neglected
SACS Revenue Object Code:	8290
PCA Number:	14329
PCA Title:	TITLE I PART A, BASIC GRANTS/FF
CFDA Number:	84.010
Unearned Revenue/Ending Fund Balance:	U
Allowable Indirect Cost Rate	LEA Approved Rate
Program Unit:	Improvement & Accountability Division
Program Contact:	Kimberly Born 916-445-6770
Fiscal Unit:	School Fiscal Services Division-Management Assistance Unit
Fiscal Contact:	Leslie Sharp 916-323-4977
Comment on PCA:	Part of Consolidated Application.
Enabling Legislation:	
Education Code:	
Budget Act:	6100-134-0890
For use in Districts:	Yes
For use in COEs:	Yes
For use in JPAs:	No
SACS Resource Code First Effective Year:	1997
SACS Resource Code Last Effective Year:	
SACS Resource Code Date Created:	8/13/1999
Last Modification:	10/5/2017 4:31:38 PM

Notes:
U = Unearned Revenue F = Ending Fund Balance

<https://www2.cde.ca.gov/sacsquery/querybyresource.asp>

How to balance restricted resources?

- Use the GL Trial Balance Tool to:
 - Was there a beginning fund balance?
 - Are you planning to spend down the beginning fund balance?
 - Are you planning to spend the entire grant across multiple years?
 - Is the resource currently balanced (revenues + beginning fund balance = expenditures)?
- The Trial Balance Tool is found on our website, under +Resources:
- <https://www.sdcoe.net/administrative-services/business-services/district-financial-services/financial-reporting>

How to balance restricted resources?

- Make Revenue Adjustments
 - Verify award amounts using CDE website or grant award letters
- Make Expenditure Adjustments
 - If there is no beginning balance and you anticipate expending 100% of funds, you will need to match expenditures to revenues
 - If you are spending down a beginning fund balance you will have expenditures greater than revenues, but the fund balance will still equal \$0
 - If you do not have a beginning fund balance but anticipate spending funds over multiple years, you will have expenditures less than revenues

How to balance restricted resources?

- Example #1 – No beginning balance; 100% of funds to be expended

Grant Award = \$10,000

Beginning Balance	\$0
-------------------	-----

Budgeted Revenues	\$10,000
-------------------	----------

Budgeted Expenditures	<u>\$10,000</u>
-----------------------	-----------------

Fund Balance:	\$0
---------------	-----

How to balance restricted resources?

- Example #2 – Beginning balance; 100% of funds to be expended

Grant Award = \$10,000

Beginning Balance	\$ 2,550
-------------------	----------

Budgeted Revenues	\$10,000
-------------------	----------

Budgeted Expenditures	<u>\$12,550</u>
-----------------------	-----------------

Fund Balance:	\$0
---------------	-----

How to balance restricted resources?

- Example #3 – No beginning balance; Funds to be expended over 3 years

Grant Award = \$12,000 (\$4,000 per year)

Beginning Balance	\$ 0
Budgeted Revenues	\$12,000
Budgeted Expenditures	<u>\$ 4,000</u>
Fund Balance:	\$ 8,000

****This scenario only applies to resources which allow and ending fund balance**

Cash Flow

- Three options:
 - SACS Form
 - District cash flow format
 - SDCOE cash flow format
- The budget amount in the projection must tie to the Second Interim budget in Form 01

Cash Flow Projection

1. Change Column U heading to “2022-23 Second Interim”
2. Enter 2nd Interim budget by line item in Column U
3. Review formulas for remaining months, compare columns T & U, and accrual amounts in columns X – Z
 - a. Make adjustments as necessary
 - b. Enter any planned interfund borrowing to meet cash flow needs
4. Sign the second page, and submit as PDF with 2nd Interim report



TOTAL July - June 30th	2022-23 SECOND INTERIM
\$ 386,644	\$ 386,644
\$ 10,145,385	\$ 10,145,385
\$ 123,150	\$ 123,150
\$ -	\$ -
\$ (25,000)	\$ (25,000)
\$ 44,438	\$ 44,438
\$ -	\$ -
\$ 10,674,617	\$ 10,674,617
\$ -	\$ -
\$ 7,236	\$ 161,088
\$ -	\$ -
\$ 36,616	\$ 73,233
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ 69,500
\$ -	\$ 170,239
\$ -	\$ -
\$ 43,852	\$ 474,059
\$ -	\$ -
\$ -	\$ -
\$ 20,139	\$ 20,139
\$ 99,705	\$ 132,940
\$ -	\$ -
\$ -	\$ -
\$ 605,634	\$ 605,634
\$ 96,893	\$ 96,893
\$ 307,424	\$ 57,000
\$ -	\$ -
\$ -	\$ 143,275
\$ 1,129,795	\$ 1,055,881

LCFF Calculator

- Download the latest calculator from <https://www.fcmat.org/lcff>
- You will need:
 - CALPADS 1.17 report
 - District enrollment assumptions
 - ADA by grade assumptions
 - COE enrollment & ADA assumptions
- [FCMAT LCFF Calculator](#)