

September 7, 2023

Bulletin No. 24-008

To: **Chief Business Officials and Directors of Fiscal Services
San Bernardino County School Districts**

Subject: **2022-23 Unaudited Actuals Financial Report Instructions
Report Deadline September 15, 2023**

Unaudited Actuals Financial Reports are due to Business Advisory Services (BAS) on or before September 15, 2023. Districts were to complete all technical review corrections (TRCs) and perform the Year-End Closing Entries Update in the FIN2000 General Ledger by the close of the financial system on September 1, 2023. All TRCs that can be corrected must be corrected.

All fund and supplemental reports must be extracted from the Financial 2000 and imported to the SACS Web-based software. **The district must perform the final extract for the reports after executing the Year-End Closing Entries Update.** The extract procedures are from FIN2000 EduReports 3.0 with the report parameters:

- 1. Unaudited Actuals / Budget Fiscal Year 2022-2023/2023-2024**
- 2. Revised Budget Status**
- 3. Save the Export file to designated folder**
- 4. File name can be modified, but do not change file type**

For those districts requiring the Bond Interest and Redemption Form 51, in the past we have had to wait for data from the Property Tax Division at the Auditor-Controller/Treasurer/Tax Collector's Office to finalize Fund 51 information. However, this year, the information in the system as of August 31, 2023, will be the correct and final data. Any adjustments to Fund 51 transactions will be made in 2023-24 fiscal year.

Attached is a checklist of all reports required as part of the Unaudited Actuals Financial Report Submission. **An official SACS file is required and must be promoted to BAS on or before September 15, 2023.** Please email all SACS forms, PDF format, to BAS@sbcss.net, along with the other items on the submission checklist. If you have any questions, please call your Business Services Advisor.

Sincerely,

Ted Alejandre

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County Superintendent of Schools

Thomas G. Cassida, Jr.

Director, Business Advisory Services

TGC:bp

Attachment: UA Submission Checklist form

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