

**2023-24 Interim Submission Checklist**

Interim Reporting Period:

District Name:

Contact Person:

Phone/Ext./Email:

Board Meeting Date: \_\_\_\_\_ on or before December 15

Electronic Documentation Required (email to <a href="mailto:bas@sbcss.net">bas@sbcss.net</a> )
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- SACS date promoted to COE Date: \_\_\_\_\_  
 Official       Other (explain status) \_\_\_\_\_
- Electronic version of District FCMAT LCFF Calculator
- Form CASH** or cash flow report for 2023-24 (reconciled to Object 9110 for months through October 2023 and projected through June 2024, *including projections for accrual and adjustment columns*)
  - Cash Flow Report Other Funds** – Funds used for temporary borrowing from Fin2K (*if applicable*)

Other Documentation Required – May be submitted Electronically or Hard Copy
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- ADA/Enrollment Ratio Calculation Worksheet (*Optional – Form on BAS Website*)
- Narrative Review Questions
- Detailed MYP spreadsheet (*optional*)
- Revenue Projection worksheet (*Form on BAS Website*)
- Payments Greater than \$1M
- Power Point Presentation (*if Applicable*)
- SOLVENCY PLANS Current and Two Subsequent Years (*If Applicable*)

<b>SACS Forms Required (PDF)</b> <b>Ensure files taken to Board match license plate of file promoted to COE</b>
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CI	Certification of Interim
TCI	Table of Contents
AI	Average Daily Attendance (including both district and county operated ADA)
01I	General Fund Detail (Fund 01) <b>Print Portrait Only</b>
ESMOE	Every Student Succeeds Act MOE
ICR	Indirect Cost Rate worksheet
Form MYPI	Multiyear Financial Projections using base year 2023-24 and projections for 2024-25 and 2025-26 (Unrestricted, Restricted, & Combined) <i>Email Excel workbook if used for assumptions</i>
MYPO	<b>If Non-voter debt over 25% or we request, submit for funds requested</b>
01CSI	Criteria & Standards – 01 General Fund
TRC	Technical Review Checklists with explanations entered as necessary for W errors and F errors corrected: <input type="checkbox"/> Operating Budget <input type="checkbox"/> Projected Totals <input type="checkbox"/> Actuals to date

08I-73I Individual Fund Forms (as applicable based on Table of Contents)					
<input type="checkbox"/> Fund 08I	<input type="checkbox"/> Fund 09I	<input type="checkbox"/> Fund 11I	<input type="checkbox"/> Fund 12I	<input type="checkbox"/> Fund 13I/93I	<input type="checkbox"/> Fund 14I
<input type="checkbox"/> Fund 15I	<input type="checkbox"/> Fund 17I	<input type="checkbox"/> Fund 19I	<input type="checkbox"/> Fund 20I	<input type="checkbox"/> Fund 21I	<input type="checkbox"/> Fund 25I
<input type="checkbox"/> Fund 30I	<input type="checkbox"/> Fund 35I	<input type="checkbox"/> Fund 40I	<input type="checkbox"/> Fund 49I/48I/94I	<input type="checkbox"/> Fund 51I	<input type="checkbox"/> Account 52I
<input type="checkbox"/> Account 53I	<input type="checkbox"/> Fund 56I/90I	<input type="checkbox"/> Fund 61I/92I	<input type="checkbox"/> Fund 67I	<input type="checkbox"/> Fund 71I	<input type="checkbox"/> Fund 73I

**Please send all electronic files to [bas@sbcss.net](mailto:bas@sbcss.net) and all other applicable items to Mirel Safar in BAS, no later than December 7, 2023, at 4:00 p.m. or within five days of board meeting date, whichever comes first.**

**This date will be strictly enforced this year.**