



July 12, 2022

Bulletin No. 23-002

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

Subject: **2021-22 Unaudited Actuals Financial Report Instructions
Report Deadline September 15, 2022**

Unaudited Actuals Financial Reports are due to Business Advisory Services (BAS) on or before September 15, 2022. Districts must complete all technical review corrections (TRCs) and perform the Year-End Closing Entries Update in the FIN2000 General Ledger no later than 4:00 pm on August 26, 2021. All TRCs that can be corrected must be corrected. **The Financial System closes to all 2021-22 activity at 4:00 p.m. on August 26.**

All fund and supplemental reports must be extracted from the Financial 2000 and imported to the SACS2022ALL software. **The district must perform the final extract for the reports after executing the Year-End Closing Entries Update.** When creating the district export file, the extract procedures are from FIN2000 EduReports 3.0 with the report parameters:

- 1. Unaudited Actuals / Budget Fiscal Year 2021-2022/2022-2023**
- 2. Revised Budget Status**
- 3. Save the Export file to \SACS2022ALL\ 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 26, 2022, will be the correct and final data. No adjustments will be made by BAS to Fund 51 transactions after September 15, 2022.

Attached is a checklist of all reports required as part of the Unaudited Actuals Financial Report Submission. **An official DAT file is required and must be emailed to BAS@sbcss.net on or before September 15, 2022.** Please send hard copies of all reports to the attention of Raedaun Villarreal, Business Advisory Services, 760 E. Brier Drive, San Bernardino, CA 92408. **Please send in your printed reports single-sided only with all forms printed in portrait orientation only. Do not submit reports bound with any binding combs, double-sided binding tape or any other type**

Page 2

of binding other than one staple in the upper left-hand corner. If you have any questions, please call your Business Services Advisor at (909) 386-9676.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Thomas G. Cassida, Jr.
Director, Business Advisory Services

TGC:bp

Attachment: UA Submission Checklist form

J:\bulletin\2022-23\23-002 2021-22 UA Report Instructions