

SECOND INTERIM SUBMISSION CHECKLIST



DISTRICT:

NAME: Contact Person: Phone/Ext:

BOARD HEARING DATE: (ON OR BEFORE MARCH 17)

ALL SACS FORMS MUST BE PRINTED SINGLE-SIDED FOR SUBMISSION TO BAS AND ARE DUE ON OR BEFORE MARCH 7TH

- Form CI: Interim Report Certification Page** (with original signature, with Met/Not Met & Yes/No indicators)
 - Positive **Qualified** **NEGATIVE**
- Interim Report Dataset**
 - Indicate Date Promoted for Review Official Other (explain why)
- BASC/FCMAT LCFF Calculation** completed by district. Electronic copy required. Email to BAS@sbcss.net
- CASH FLOW Report** (if applicable) from Fin2K. *Electronic copy required.* Email to BAS@sbcss.net
- Technical Review Checklists with explanations entered as necessary for W errors and F errors corrected:**
 - Operating Budget, Projected Totals, Actuals to date
- Form AI: Average Daily Attendance** (including both district and county operated ADA)
- Form CASH** or cash flow report (see above) for 2022-23 (reconciled to Object 9110 for months through January 2023 and projected through June 2023, *including projections for accrual and adjustments columns*)
 - Cash Flow Report Other Funds** – Funds used for temporary borrowing from Fin2K (send electronically)
 - Projection of Individual Payments Greater than \$1M form** (send electronically)
- Form MYPI: Multiyear Financial Projections** using base year 2022-23 and projections for 2023-24 and 2024-25 (**Unrestricted, Restricted, & Combined**) email Excel workbook if used for assumptions
- MYPO – If Non-voter debt over 25% or we request, submit for funds requested.**
- Interim Review Questions**
- Form 01I: General Fund** (Restricted, Unrestricted, and Combined), including detail pages **Print Portrait Only**
- Forms 08I-71I, All Other District Funds and Accounts** (updated activity included), as applicable, including detail pages
 - Indicate if any Other District Funds show a negative ending fund balance, include plan to resolve.
- Form 01CSI: Criteria and Standards**, with all sections completed IN FULL, with explanations for all required conditions. Be sure to complete the salary and benefits negotiation sections fully, even if not yet settled.
- Interim Table of Contents**
- Copies of Board Agenda Items/documentation/PowerPoint presentations** that will assist us in our review of projected budget assumptions/revisions
- Contingency Plans (Optional)** for planned expenditure reductions in future years

***ALL OF THE ABOVE ITEMS AS APPLICABLE TO YOUR DISTRICT MUST BE SUBMITTED
ATTENTION: Business Advisory Services-Mirel Safar no later than March 7, 2023***