



June 12, 2023

Bulletin No. 23-047

To: Chief Business Officials and Directors of Fiscal Services (K-12, ROPs)  
San Bernardino County School Districts

**Subject: 2022-23 Year-End Closing/Unaudited Actuals and SACS Forms Workshop**

Business Advisory Services will be conducting the annual workshop to review the year-end procedures for the accruals, unaudited actuals, and the SACS Forms reporting. This workshop will provide district fiscal directors and technical staff a summary review of the year end accounting procedures relating to closing the financial records of the district. The SACS Forms section will provide in-depth instructions for completing all supplemental SACS Forms including, but not limited to Forms A, CEA, CAT, ASSET, DEBT, GANN, ICR, PCRAF and SEMA.

The 2022-23 Year-End Closing and Unaudited Actuals Workshop will be held in-person on Friday, July 7, 2023, as well as virtually, offered as space is limited in-person. The workshop will begin at 9:00 a.m. and is scheduled to end at 4:00 p.m. We will break one hour for lunch before resuming to present the second half of the workshop.

Please register at the link provided below on or before Thursday, July 6, 2023. Once registered you will receive a confirmation email and later, an e-mail when the presentation material is posted to our website and the link for the virtual workshop. For any questions regarding registration, please contact Velicia Valero at (909) 386-9675. For questions regarding the material covered in the workshop contact Lisa Regalado at (909) 386-9678.

<p><b>Friday July 7, 2023 9:00 a.m. – 4:00 p.m.</b></p>	<p><b>Year-End Closing, Unaudited Actuals and SACS Forms</b></p>	<p><b>SBCSS – In-Person &amp; Webinar Presentation</b> <b>In Person Link</b> <a href="https://sbcss.k12oms.org/69-223029">https://sbcss.k12oms.org/69-223029</a> <b>Virtual Link</b> <a href="https://sbcss.k12oms.org/69-236304">https://sbcss.k12oms.org/69-236304</a> <b>Registration Deadline: July 6, 2023</b></p>
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Sincerely,

Ted Alejandre  
County Superintendent of Schools

*Signed by Thomas G. Cassida, Jr.*

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

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