San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

January 28, 2021 Bulletin No. 21-023

TO: **CHIEF BUSINESS OFFICIALS (K-12 & ROPS), ACCOUNTING AND FISCAL DIRECTORS**
San Bernardino County School Districts

SUBJECT: **SECOND PERIOD INTERIM FINANCIAL REPORT – FY 2020-21**

The reporting instructions and procedures for completing the **Second Period Interim Financial Report** are as follows. *Please review this bulletin carefully and allow sufficient staff preparation time to meet your board agenda deadlines and the state submission deadlines.*

REPORT DEADLINE:

SECOND PERIOD: For the period ending January 31 -- must be submitted to Business Advisory Services on or before March 8th and approved by the Governing Board by March 17th (EC 42130)

All the required Interim Financial Reports and documentation must be transmitted to Business Advisory Services and then submitted to the Governing Board for certification by the respective dates indicated above. A checklist indicating the hard copy forms to be submitted is included (attachment E). Additionally, the official DAT file, Cash Flow Report, and FCMAT LCFF Calculator must be emailed to BAS@sbcss.net. ***Please ensure that the DAT file submitted matches the hard copy forms submitted to your Governing Board on the indicated board meeting date.***

Note: ***Please contact your Business Advisory Services Advisor immediately if your district is filing a Qualified or Negative Certification*. Remember that districts must address specific actions as instructed in the First Interim Response Letter and/or other correspondence.**

CERTIFICATIONS (EC 42131 (a) (1)):

1) A Positive Certification shall be assigned for those LEAs that WILL MEET their financial obligations for the current and two subsequent fiscal years (meets state minimum reserve levels in all years).
2) A Qualified Certification shall be assigned for those LEAs that MAY NOT MEET their financial obligations for the current or two subsequent fiscal years (not meeting reserves in one year).
3) A Negative Certification shall be assigned for those LEAs that WILL BE UNABLE TO MEET their financial obligations for the remainder of the current or subsequent fiscal year based upon current projections (not meeting reserves in current year or not maintaining a positive cash balance in the current or first subsequent year).

STATE SOFTWARE: To complete the Second Interim Financial Reports, districts will use the same SACS software - **SACS2020ALL** used for the First Interim Financial Report.

Districts must import their Adopted Budget Official DAT file (located in your SACS2020 folder under the Official folder) into the SACS2020ALL Interim Reporting software if this was not done for the First Interim Financial Report. This process will import the Criteria and Standards information from the Adopted Budget in the applicable sections. If you begin completion of the Criteria and Standards for interims and do not see this information, you may want to check that this process was completed.

If the Interim Report is being done on a different computer than was used for the Unaudited Actuals, the district will also have to import their Unaudited Actuals Official DAT file into the SACS2020ALL software. This will enable extraction of 2019-20 unaudited actuals period data into the Criteria and Standards Review form. Please contact your Advisor to get the Official DAT file that was sent to CDE.

Attached are instructions for creating and extracting the SACS Interim Report Extract File from the financial system for use in completing the Second Interim Financial Report (Attachment C).

- **NOTE: DISTRICTS SHOULD RUN A SACS EXTRACT AND IMPORT DATA EARLY IN JANUARY TO HAVE TIME TO CORRECT ANY TRC ERRORS ASSOCIATED WITH THE *BOARD APPROVED BUDGET* DATA OR *ACTUALS TO DATE* DATA. CORRECTIONS MADE AFTER THE INTERIM REPORT CUTOFF DATE OF JANUARY 31 WILL NOT BE PICKED UP AND TRC ERRORS WILL CONTINUE TO EXIST IN YOUR FINAL REPORT REQUIRING EXPLANATIONS**. RUN EARLY AND RUN OFTEN!!!

CASH FLOWS: All districts must submit a Form CASH or Cash Flow Report for the General Fund that includes actual activity by month through January 31, projects monthly activity through June 30, and includes anticipated accruals that will be set up at the end of the current fiscal year. The form should reconcile to monthly and year-end estimated totals for revenues, expenditures, prior year transactions, and fund balance (when the projected accruals are considered) in the financial system. Additionally, districts utilizing inter-fund borrowing **MUST** submit cash flows for **EACH** fund it is borrowing from to substantiate that cash will be available to meet anticipated expenditures in those funds. Districts may utilize the Cash Flow Report from Financial 2000, using the parameters indicated in the instructions in Attachment B, to generate cash flow worksheets to submit for this requirement. The Cash Flow Report must be submitted electronically in Excel format and will be accepted in place of the Form CASH.

MULTI-YEAR PROJECTIONS AND ASSUMPTIONS: ALL Districts must submit Form MYP, which presents the multiyear financial projection showing the current fiscal year and the two subsequent fiscal years. Districts with debt ratios over 25% at Adopted Budget must also submit MYP-O for funds used to repay non-voter approved debt obligations. Additionally, districts that report dependent charter school financial information in Fund 09 must submit Form MYP-O. **Documentation of assumptions used for the MYP is also required**. Districts should complete the **Narrative Review Questions** (Attachment D) to meet this requirement.

- These questions have been developed to clarify the assumptions upon which the District's projections for the current and subsequent two years are based. If your district submits a similarly detailed format to your board for review with the projections, this may be substituted in place of the Interim Review Questions; however, all relevant details must be included. **The Narrative Review Questions need to be answered in full** or the district's advisor will call or email for the answers.

Please submit all documents/correspondence submitted to your board as part of the interim report. This includes PowerPoint slides. This will assist us in validating your projections. **Also, districts must email an electronic copy of their LCFF calculator for the current and two subsequent fiscal years that reconciles to the Form MYP with their assumptions.**

If you would like our assistance with the calculation of the current and future years LCFF for use in the multiyear financial projections, please contact your Business Services Advisor and provide us with the necessary elements such as ADA by grade span and percentage of unduplicated pupils.

INTERIM REPORT SUBMISSION CHECKLIST: We have provided you with a checklist to ensure all appropriate certifications, reports, completed attachments, and other documentation are submitted to us within the above stated timelines. Adherence to this checklist will save both district and county staff time searching for missing documents. **Please send a copy of this completed checklist with the listed items no later than March 8, 2021 to Business Advisory Services, attention Beverly Pierce. Send signed certifications as soon as they are available.**

If you have any questions concerning the completion of the Second Interim Financial Report and additional documentation, please contact your designated Business Services Advisor.

Sincerely,

Ted Alejandre
County Superintendent of Schools

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

TC:SK:bp

J:\bulletin\2020-21/21-023 Second Period Interim Report

ATTACHMENTS:

A – Data Processing Sequence
B – Instructions for Completing Second Period Interim Financial Report
C – SACS Interim Reporting Extract Programs
D – Interim Review Questions
E – Submission Checklist

Data Processing Sequence
2020-21 Interim Reports

All data input into the SACS software, either through the import process or manual entry, are stored in a database, enabling the software to extract directly from the database into each applicable form. General ledger and supplemental data are extracted into the fund, supplemental, and criteria and standards forms, where applicable, limiting the amount of manual input required to complete the forms.

Below is the recommended sequence for completing Interim reports within the SACS software. Following this sequence will help reduce data entry and help prevent errors simply because certain data have not yet been imported, entered, and/or verified.

- First, complete the FCMAT LCFF Calculator and use the data generated to adjust current year LCFF Revenue Sources, and relevant data in Supplemental Forms AI, MYPI, and Criteria and Standards. **Data from the Interim Report must reconcile to the LCFF Calculator.**

- Preferences—Select your LEA and the applicable reporting period.

- Import Budget Period Data—To enable extraction of 2020-21 budget period data into the First or Second Interim Period Criteria and Standards Review form, the exported (preferably **official export**) budget adoption DAT file from the SACS2020 software must be imported into the SACS2020ALL software. (The budget software official export default directory is C:\SACS2020\Official. The correct DAT file contains your district's 7-digit CDS number, seven zeros and ends with BS1). If the file was officially exported from SACS2020, it can be officially imported into SACS2020ALL, bypassing the import recalculation process. Contact your Advisor for a copy of your final Adopted Budget DAT file if you have trouble locating or have upgraded your computer recently. **Those with conditional approvals in July can use their original DAT file because the July budget is what was rolled into the financial system. Districts that received a budget disapproval will use the October 8 revised adopted budget that was rolled into the financial system as approved.**

- If you are using a different computer for Interim Reporting than was used for the Unaudited Actuals, you must import the Unaudited Actuals Data to enable extraction of 2019-20 Unaudited Actuals period data into the Criteria and Standards Review form. The correct DAT file for the Unaudited Actuals contains your district's 7-digit CDS number, seven zeros and ends with A.

- Run a SACS Interim Report Extract from Financial 2000 EduReports 3.0 and transfer that file data to your C drive (see Attachment C). Import the extract file which contains the Original Adopted Budget, Board Approved Operating Budget (Working Budget-includes Budget transfers posted since Adopted Budget), Actuals to Date, and Projected Year Totals (Working Budget PLUS any Budget Transfers posted after the interim report cut off dates) data from the LEA accounting system using the specified reporting dates. See specific instructions in the attached documents. If you have a charter school in Funds 07 through 09 and the charter is reporting separately, be sure to exclude those funds on your SACS extract.

- Supplemental Forms—Complete, save, and print supplemental forms AI, MYPI, and CASH (or cash flow worksheet.)

- TRC-Import, TRC-General Ledger, and TRC-Supplemental—Run the TRC-Import and TRC-General Ledger modules for each of the four types of interim data to validate SACS codes and combinations of codes in the imported/input general ledger data. Run the TRC-Supplemental module. Fatal exceptions must be corrected; warning exceptions must be corrected or, if the data are correct, must be explained; informational exceptions should be corrected or, if the data are correct, an explanation is optional but encouraged. ***HINT: Run report with EXCEPTIONS***

ONLY to find potential problem areas while developing report. Please submit the TRC free from errors and ran showing Exceptions Only.

- General Ledger Data Corrections—Make general ledger data corrections, as necessary, in the LEA accounting system general ledger, then re-import the applicable fund(s).

- Re-run the TRC-Import and TRC-General Ledger modules to verify changes. Don't forget to re-open the Fund 01 with each new download and save the updated data.

- Components of Ending Fund Balance—Within the Components of Ending Fund Balance screen, enter or revise applicable components of ending fund balance, by resource. Re-run the TRC-Import and TRC-General Ledger modules to verify changes.

  - ***We would like districts to maintain the components of ending fund balance reserves within the financial system, so make sure that BT's are also processed to match any reserves identified by changes in the Components of Ending Fund Balance screen.***

- Fund Forms—When the general ledger data are finalized (including the components of ending fund balance), open, review, save, and print the applicable fund forms.

  NOTE: Form 01I must be saved for the data to extract into the Multiyear Projections (Form MYPI) and Criteria and Standards Review (Form 01CSI) forms. Also, note that Funds 07 through 09 should not be imported unless your district is maintaining the Charter School Fund information as part of the district reporting process.

- Supplemental Forms (as applicable)—Complete, save, and print supplemental forms.

- Multiyear Projections and Criteria and Standards Review Forms—Complete, save, and print the Multiyear Projections form (Form MYPI), and then the Criteria and Standards Review form (Form 01CSI).

  NOTE: Form MYPI and Form CASH must be saved for the data to be extracted into the Criteria and Standards Review form (Form 01CSI).

- Form CI—Interim Report Certification. **Review the Criteria and Standards Review Summary for any areas of potential concern for fiscal solvency**.

- Table of Contents—Print the Table of Contents to ensure all applicable forms are completed. In addition, all fund, supplemental, and criteria and standards forms can be printed from the Table of Contents window.

- TRC-Export Validation—Run the TRC-Export Validation module, which checks for required forms, forms that have unbalanced or incomplete data, and forms that need to be opened and saved due to general ledger and/or supplemental data changes (dependencies).

- Export—Export data using the Official option for submission to the reviewing agency/COE (SBCSS).

INSTRUCTIONS FOR COMPLETING THE SECOND PERIOD INTERIM FINANCIAL REPORT

Required Documentation

The Interim Financial Report documentation to be submitted and certified by the Governing Board and transmitted to Business Advisory Services consists of the following:

- **Form CI – District Certification of Interim Report** ***(must contain original signatures of the Board President and District Superintendent or designee)***. This form contains the Met/NOT Met and Yes/NO responses from the Criteria and Standards (C&S). This form needs to be signed by the Board President and District Superintendent ***AFTER*** the C&S data has been brought forward onto the Certification page.

- **Form AI – Average Daily Attendance Detail** (these are ADA figures and not dollars):

  - The first column (A) reflects your original Adopted Budget Funded ADA and is extracted from the Adopted Budget DAT file into this software.
  - The second column (B) will require you to input any updated ADA data used for any budget transfers made to the LCFF calculations since the Adopted Budget and posted in your current operating budget. **For 2020-21 specifically, this is your 2019-20 reported ADA, including ADA for county programs.**
  - The third column (C) reflects your current projected P-2 ADA that you expect to report on this year's P-2 Attendance reports. This is not funded ADA. Input what you project to report on this year's P-2 Attendance report. This column should match your ADA input into the Districts MYP Tab in the district's LCFF calculator for 2020-21. **For 202-21 specifically, this is your 2019-20 reported ADA, including ADA for county programs.**
  - The fourth column (D) should reflect the ADA the district is using to compute the LCFF projections for the current year. For non-declining districts, this is the same ADA as in Column C. For declining ADA districts, this column (D) is where you will enter your prior year guarantee ADA, as this is the ADA used in your LCFF projections. This column should match the Funded ADA for 2020-21 at the bottom of the District MYP Data Tab of the district's LCFF calculator. **For 2020-21 specifically, this is your 2019-20 reported ADA, including ADA for county programs.**

  - **NOTE: Check with your advisor if unsure what ADA to use.**

- **Form O1I – General Fund Summary (Must be system generated using Second period dates 7/1/2020-1/31/2021 and imported into the SACS2020ALL software for processing) -** *DO NOT modify these dates to include budget transfers or journal entries posted after the cut-off date.*
  - Total Restricted/Unrestricted
  - Restricted Amounts
  - Unrestricted Amounts

  Include accruals -- Col. D should include income to be received and expenditures to be paid after June 30, 2021, which are applicable to the 2020-21 fiscal year.

- **Other Funds –** The software will automatically extract and bring into the SACS software all district funds, including detailed object codes. Submit the Other District Funds to us in the same manner as Fund 01I. Please review these other fund forms carefully to ensure that you still have a positive ending fund balance for all funds, especially after the UA rolls of actual ending balances from 2019-20. **Update your Cafeteria and CFD accounts/funds manually in the financial system with**

journal entries, so that updated budget and actual balances will roll into the fund forms and show year to date financial activity and budgetary updates.

- **TRC – Technical Review Checklist (Original Budget, Board Approved Operating Budget, Projected Totals, and Actuals to Date only). Run a download prior to January 31 and run a TRC, as ALL fatal errors must be corrected prior to submission of the Interim Reports to BAS**. All warning errors must have **full explanations** on why any errors are not being corrected. Districts should make a concerted effort to correct warning errors listed on the Interim Report TRC in a timely manner, as this will save time at the end of the fiscal year when you are trying to close the books. CDE requires that all WARNING errors that can be corrected MUST be corrected. The typical warnings that cannot be corrected are the prior year accrual adjustments. **PLEASE NOTE: Abatements for lost/damaged textbooks, library books, or any other refunds of prior year expenses should be recorded as local revenues. If the warning is due to an error corrected after the Interim Report cutoff dates (10/31 and 1/31), please indicate the date and journal entry number correcting the error in your explanation. If a FATAL error, please include a written note on the TRC document including the journal entry number and date corrected. Please try to run this report EARLY, prior to the Interim Report cutoff dates to ensure that all errors are corrected in a timely manner.**

- **Form CASH/Cash Flow Report Worksheet**. Districts may utilize the Cash Flow Report from Financial 2000 EduReports 3.0 to generate cash flow worksheets to submit for this requirement. Recommended parameters are as follows:
    - Fund Summary box - checked
    - As of Activity Date - no earlier than 10/31 for First Interim and 1/31 for Second Interim
    - Revised Budget As of Date - the current date (must match Projected Totals in SACS)
    - Object Group by - SACS Format
    - Summarize – Fund
    - Page Break by Summarize - Yes
    - Fund - 01 and any other funds you are running
    - Projection Type - PY % ACT.

  After selecting parameters, click the "Go" button to generate the report. Once the report is generated, click the Excel Icon on the menu to generate the report in Excel Format. Once in Excel, you can manipulate your projected months if necessary. The report will contain the correct July 1 cash balance, correct month end balances for all actual months, and the correct beginning balances for Balance Sheet accounts, plus it will calculate projections at the object level for all remaining months, including Accruals and Adjustments. These Excel files **must** be submitted electronically and will be accepted in place of the Form CASH. For now, districts will need to input a few simple formulas to ensure accuracy of the reports. Additionally, districts will want to update revenue projections based on the available payment schedules for principal apportionment, EPA, and others. BAS has provided a cashflow template to account for State Aid Deferrals for the current fiscal year. Please use the provided template and follow the instructions in the template to perform cashflow projections.

- **State Criteria and Standards Form 01CSI.** Be sure to read the instructions for each criterion and standard carefully, because some only refer to unrestricted data for revenues/expenditures and deficit spending. Make sure your explanations pertain only to these data. For most sections, the data are extracted from the Supplemental forms, the 2019-20 Unaudited Actuals, and the imported 2020-21 Adopted Budget DAT file. Each section compares the data to historical trends or state variance levels and determines a "Met" or "Not Met" status or a "Yes" or "No" status. For each "Not Met" or "No" status, the district must provide a written explanation of why it is not meeting that standard or variance level. Please be complete and succinct in your explanations. The TRC will indicate a warning error if

you have not completed each section requiring an explanation of a "Not Met" or "No" status. Keep in mind that these data will be imported to your board certification page, so the district's board may ask for more detailed explanations. Some areas where data were extracted in the past are now unlocked for manual entry due to changes made necessary by the LCFF.

The last sections of the C&S require manual input by the district for changes in multiyear debt commitments, post retirement and self-insured benefit disclosures, and collective bargaining agreement status updates. Completing these sections does not take the place of providing the AB2197 debt disclosures or the AB1200 collective bargaining disclosures. These public disclosures are in addition to this information in the C&S. **Please complete these manual input sections in full.**

Completing the Form O1I Summary Revenues, Expenditures, and Changes in Fund Balance

Column A Must match the Final Budget adopted by the Board and submitted to BAS:
July 1 –Budget Adoption

Column B Must match the "latest" Board-approved operating budget and the Unaudited Actuals adjustment to the 2020-21 Adopted Beginning Balance in Object 9791 and any required Audit Adjustments in Object 9793 or restatements in Object 9795. Generally, audit adjustments will not be known until the Second Interim Reporting Period. Budget transfers processed prior to January 31, 2021 will appear in this column. **Budget transfers posted after January 31, 2021 will be displayed in Column D. DO NOT change the cutoff reporting date to pick up transfers made after 1/31. We are required to validate the data presented as of state defined reporting periods.**
***NOTE:* Column B must agree with the revised budget shown on reports generated from the system as of the closing date of the reporting period.**

Column C Must match actual revenues received and expenditures paid as of the end of the reporting period, 7/1/20 – 1/31/21.
***NOTE:* Column C must agree with the data on reports generated from the system as of the closing date of the reporting period, January 31, 2021.**

Column D District-projected "Totals" for the fiscal year.
***NOTE:* Column D represents projections of all anticipated revenues and expenditures applicable to 2020-21.** Amounts shown in Column D represent the effect on the district's operating budget for budget transfers posted **after** the interim report cutoff date of October or January 31.

Column E Difference between Column B and Column D-will calculate automatically and should reconcile to budget transfers posted after 1/31 through the time of report extraction.

Column F Percentage Difference (Column E divided by Column B)-will calculate automatically.

Required Documentation for Multiyear Financial Projections

- **Form MYPI – Multi-Year Projections.** Covering 2020-21 through 2022-23 and indicating percent and amount of unrestricted reserves available in the ending fund balance for state reserve requirement. Please ensure that the Restricted tab has either a positive or zero ending fund balance and that all restricted reserves, such as Revolving Cash and Stores, are adjusted out of the available unrestricted ending balance prior to determining whether your district has met its state minimum reserve requirements. Also, check the accuracy and availability of Fund 17 balances used to meet the reserve requirement.

  - Please ensure that the ADA reported on Line F.2 (Combined) indicates the P-2 ADA the district projects to report on the attendance reports in each fiscal year, which does NOT include prior year

guarantee ADA. This should match the Actual ADA for the current and two subsequent years on the District MYP Tab of the district's LCFF calculator (less COE ADA).

If your district uses another MYP spreadsheet to develop the data for Form MYPI, please submit that information electronically with other required documents. This may help answer questions that may arise during our review process and avoid unnecessary phone calls. Also, please include any spreadsheets used to determine your LCFF calculations in the Form MYPI.

- **Interim Review Questions**. Please answer all questions, even if the question is addressed in the Criteria and Standards. This includes anticipated changes to ADA, enrollment, step/column adjustments, growth/loss in positions, etc. (see Attachment D). Please review all ADA projections for each fiscal year carefully to ensure they match the district's LCFF Calculator. The Summary Tab will show both funded and projected ADA (subtract COE ADA) that should be used throughout the Supplemental Forms.

Other Funds

- **Forms 011I through 73I** (as applicable, **including Accounts**) must be extracted to display cash activity to date and current operating and projected district budgets. The software will automatically pull in and summarize the detail for all district funds. Please review this data carefully, as some fund balances may have been reduced significantly based on your 2019-20 actual ending balances. We require districts to complete all applicable funds and accounts for the Second Interim Report Period to ensure all funds are balanced. This includes the Cafeteria (Fund 93) and CFD Accounts (Funds 48, 49, 52, 91, etc.), so data must be updated to show current operations and actuals to date for this period. This will require your staff to update these accounts using journal entries to display current actuals to date.
- **Form MYPO – Multiyear projections for Other District Funds**. This is an optional form, **UNLESS** we have requested that the district provide it, or the district is reporting Charter School financial information with this report. This form is critical in ensuring that multiyear debt obligations are included in the multiyear financial projections for all funds tied to the debt obligations. If your First Interim response letter indicated debt obligations were in excess of 25% of General Fund expenses, please provide a Form MYP-O for all funds obligated for debt repayment showing additional reserves are board-designated for future years.

Miscellaneous Tips

- Enter financial data in whole dollars
- Check ADA reported in the Form MYPI on Line F.2 (Combined) for all years. This ADA is the P-2 ADA reported on the attendance reports for each fiscal year and DOES NOT include County ADA. DO NOT USE PRIOR YEAR ADA in this section.
- Only amounts representing a "negative value" should be bracketed.
- Carry all percentages to one decimal place (unless otherwise indicated on review form).
- Budget transfers creating the projected 2020-21 budget data in Column D of the Form 01I should be processed by the District prior to obtaining a final download to the SACS software. Budget Transfers posted after the cut-off date will still be picked up in column D.
- Districts should not report any negative ending fund balances on the Restricted tab of the MYP. If a negative ending fund balance is calculated in any subsequent fiscal year, the district will need to increase contributions from the unrestricted general fund. Be sure to change the contributions on both the unrestricted form (as a negative) and the restricted form (as a positive). The total combined contributions should net to zero. Additionally, the restricted balance in object 9790 must be zero.

- Complete Attachment E Interim Report Submission Checklist and include copy with required forms, attachments, certifications, and documentation submitted to the County office.
- Ensure all forms are sent to BAS no later than the submission date*. Districts are encouraged to submit all documents once district staff has completed their work on the reports. Ensure that the Board Approves and Certifies the reports by the Approval/Certification date**. Signed certification pages can be submitted immediately after the board hearing date and district can notify the county of any changes to previously submitted documents. This will allow county office staff sufficient review time to meet our deadline to notify all districts of our review of the submitted documentation (75 days after the end of period date***). Submission and Approval/Certification dates are subject to change if they fall on a weekend and during leap years.

  * Submission dates are December 7th for First Interim and March 7th for Second Interim
  ** Approval/Certification dates are December 15th for First Interim and March 17th for Second Interim
  *** End of period dates are October 31st for First Interim and January 31st for Second Interim

Attachment C

Interim SACS Extract located on Fin2K, EduReports 3.0



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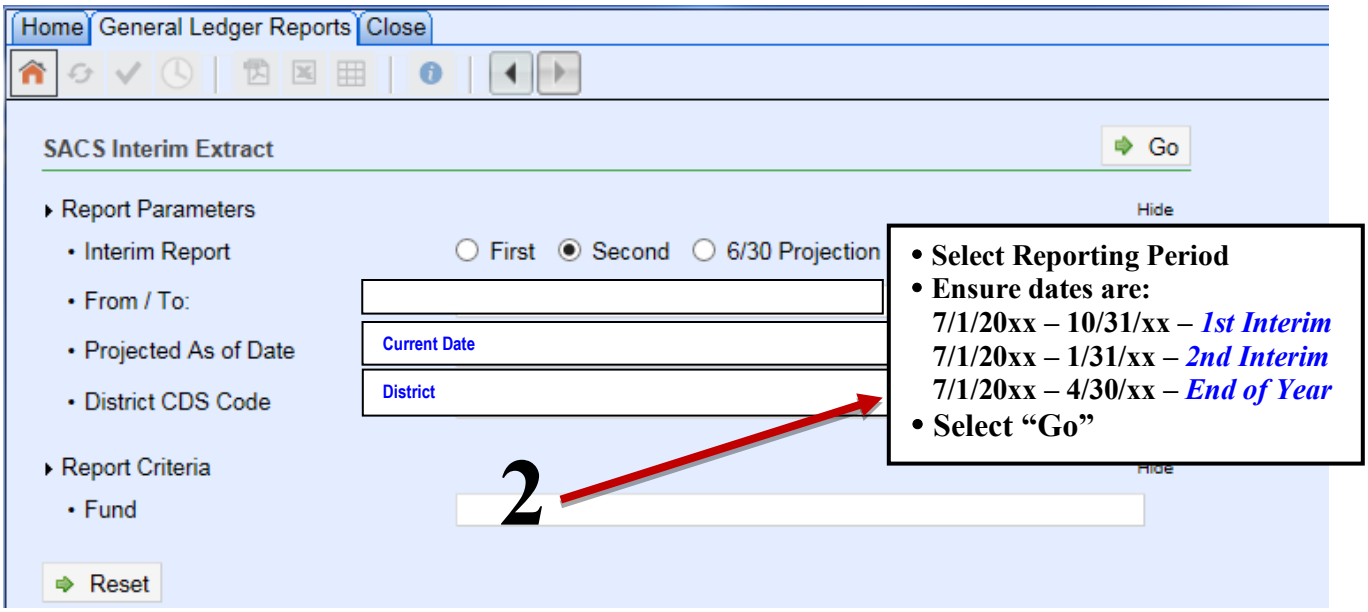
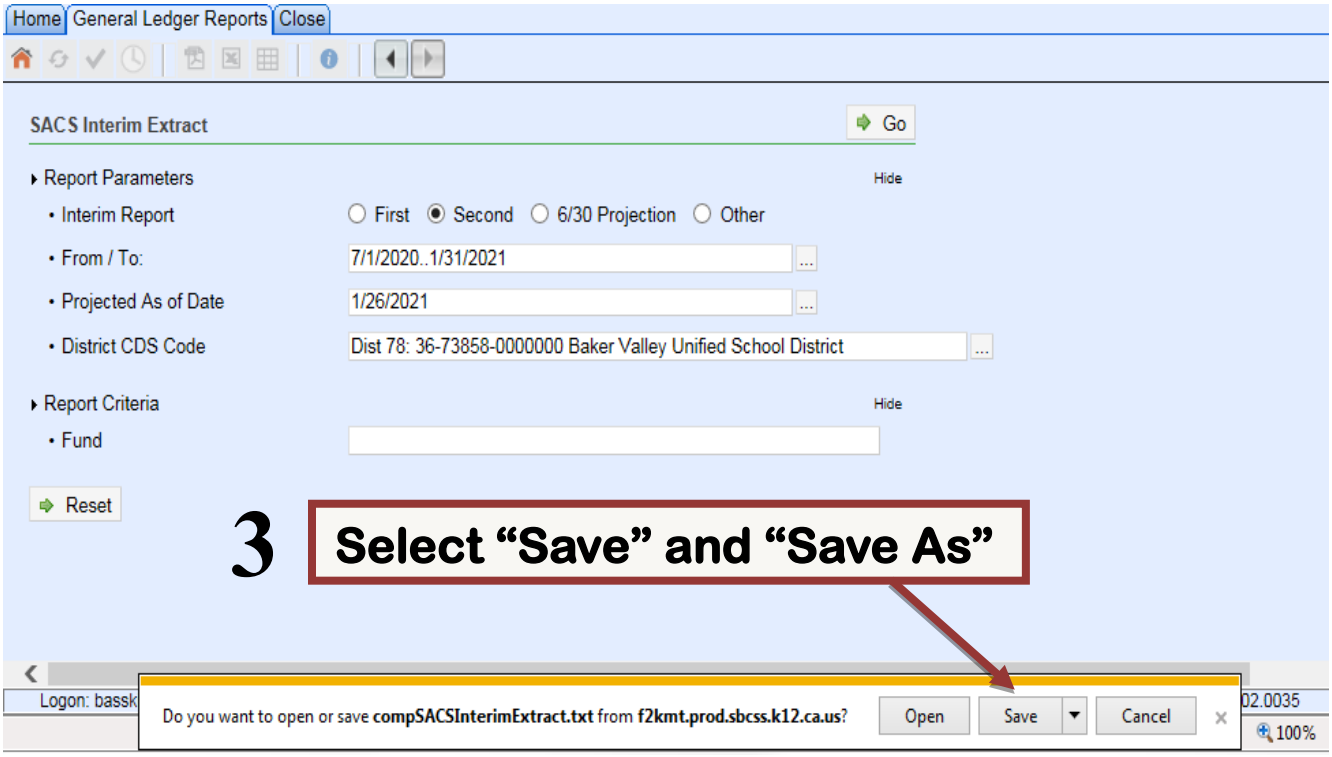


"From/To" is the current reporting period (i.e.: 7/1/20xx..1/31/20xx)



Once your Extract job is done running you will get a pop-up ribbon asking, *"Do you want to open or save"*. Do not Open the File. Select Save As (step 3) to save the file to your SACS2020ALL File Folder.

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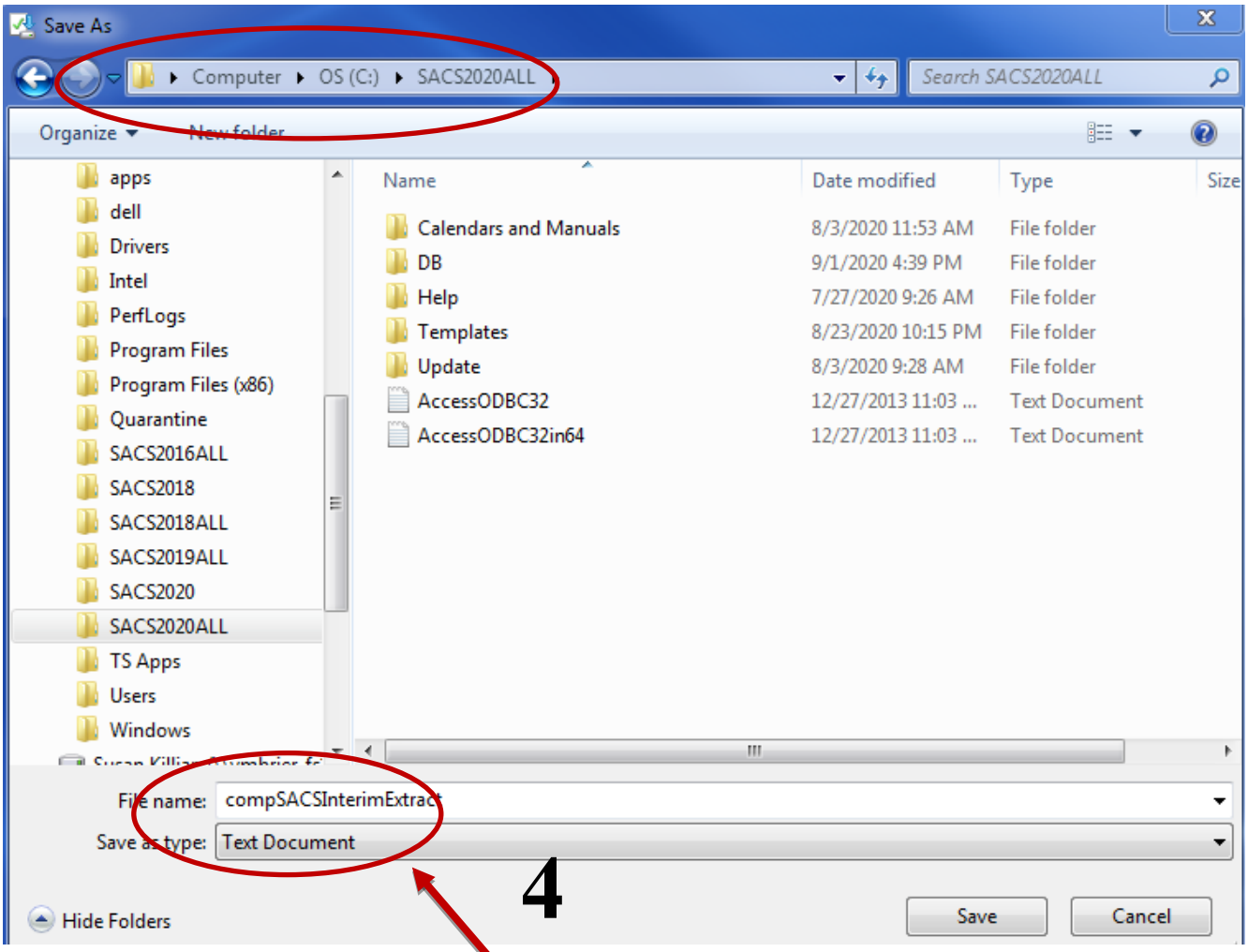

- You can change the File Name, but **<u>Do Not</u>** change the Save As Type – must remain as Text Document (step 4).
- Once you have saved the Extract file you are ready to Import these data to the SACS software.

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Attachment D

NARRATIVE REVIEW QUESTIONS

District: **Contact & Phone:**

Period: ☐ **Budget** ☐ **First Interim** ☐ **Second Interim**

If any of the information below is provided in a backup file submitted, make a note in that section, and let us know where it can be found.

1. **Certification (Interim Only Choose 1)**
   a. ☐Positive ☐Qualified ☐Negative

2. **All Funds have a positive balance** ☐

3. **Class Size Update (Not LCFF Grade Span Adjustment)**
   a. Did the District apply for a class size waiver? ☐Yes ☐No
   b. Complete the following table

Grade(s)	Current Class Size Ratio	Contractual Cap*	Maximums (Ed Code 41376 & 41378)	Notes
K			Avg. 31 no class above 33	
1-3			Avg. 30 no class above 32	
4-8			Greater of 1964 Avg or 29.9	

*If contractual cap is higher than Ed Code Maximums above, you can still be assessed a penalty if you staff at those levels. The 1964 Averages for Grades 4-8 are posted on Workshop web page.

4. **LCFF Transfers from Fund-01 Object-8091 (if applicable, amount budgeted in 8091)**
   a. 2020-21 To Fund(s) $
   b. 2021-22 To Fund(s) $
   c. 2022-23 To Fund(s) $

5. **Revenues -** ☐ MYP Spreadsheet provided ☐ Revenue Projections Spreadsheet provided
   a. What COLA did you use for LCFF? 2020-21 % 2021-22 % 2022-23 %
   b. Did district include any COLAs for Federal, Other State, or Local revenue sources?
      ☐Yes ☐No
      If yes, what COLAs were used for each year and to what revenues were the COLAs applied?
   c. Lottery Projections: ADA used 2020-21 2021-22 2022-23

6. Deficit spending (Unrestricted only)

a. Indicate amounts for each year for both on-going and one-time deficit spending.

	On-going	One-time	Total
2020-21	$	$	$
2021-22	$	$	$
2022-23	$	$	$

b. List one-time and ongoing costs causing deficit spending

c. How does the district plan to address on-going deficit spending due to on-going operational costs?

7. Multiyear Projection Assumptions Unrestricted & Restricted

a. Changes to 1xxx-7xxx for the current year and /or future years
Is the district making material reductions or increases (10% or more) in expenditures?
Is Step & Column included in Unrestricted and Restricted?
☐ Detailed MYP Spreadsheet provided
☐ SAMS used? If so, Budget Model #

b. Section A, #5c (Contributions) a zero balance on the Unrestricted/Restricted tab of Form MYPI? ☐Yes ☐No

c. If the district is making reductions is there a Fiscal Action or Contingency Plan?
☐Yes - If yes, attach the plan ☐No

d. If yes, how much needs to be negotiated?

e. Are the reductions Board approved?
☐Yes - Resolution # and board approval date ☐No

f. What is the implementation timeline?

8. Collective Bargaining Update

a. Certificated

i. Status of Negotiations for:
1. 2019-20 ☐Settled ☐Unsettled ☐Reopeners Salaries/Benefits
2. 2020-21 ☐Settled ☐Unsettled ☐Reopeners Salaries/Benefits
3. 2021-22 ☐Settled ☐Unsettled ☐Reopeners Salaries/Benefits

ii. Latest Salary Increase/Rollback? % On/Off schedule?

iii. Current Agreement Ends?

iv. Health and Welfare Changes
Does the district have a cap on benefits? ☐Yes ☐No
If yes, Employer Contribution Amount $
Explain your cap:

v. Is the district offering Retirement Incentives (SERP)? ☐Yes ☐No
If yes, what are the terms?
(Must be listed on Criteria and Standards S6 Long-term Commitments)

vi. Amount of Step/Column?

Amount or Percentage	2020-21	2021-22	2022-23
Amount	$	$	$
Percentage	%	%	%

vii. Amount of Health & Welfare Increase?

Amount or Percentage	2020-21	2021-22	2022-23
Amount	$	$	$
Percentage	%	%	%

viii. Number of FTES *(must match Criteria & Standard)*

FTEs	2020-21	2021-22	2022-23
# FTEs			

ix. Average Teacher Salary

Average Salary	2020-21	2021-22	2022-23
Teacher	$	$	$

b. Classified

i. Status of Negotiations for:

1. 2019-20 ☐ Settled ☐ Unsettled ☐ Reopeners Salaries/Benefits
2. 2020-21 ☐ Settled ☐ Unsettled ☐ Reopeners Salaries/Benefits
3. 2021-22 ☐ Settled ☐ Unsettled ☐ Reopeners Salaries/Benefits

ii. Latest Salary Increase/Rollback? % On/Off schedule?

iii. Current Agreement Ends?

iv. Health and Welfare Changes

Does the district have a cap on benefits? ☐ Yes ☐ No

If yes, Employer Contribution Amount $

Explain your cap:

v. Is the district offering Retirement Incentives (SERP)? ☐ Yes ☐ No

If yes, what are the terms?

List commitments on Long Term Debt on Criteria and Standards

vi. Amount of Step/Column?

Amount or Percentage	2020-21	2021-22	2022-23
Amount	$	$	$
Percentage	%	%	%

vii. Amount of Health & Welfare Increase?

Amount or Percentage	2020-21	2021-22	2022-23
Amount	$	$	$
Percentage	%	%	%

viii. Number of FTES *(must match Criteria & Standard)*

FTEs	2020-21	2021-22	2022-23
# FTEs			

c. Management Status: (i.e.: same as Classified, or explain terms)

9. Debt Issuance

a. Are there plans to issue non-voter approved debt (COPs, BANs, Leases, etc.)?
☐ Yes ☐ No

b. Type(s) and amount(s):

c. Are there plans to issue general obligation bonds? Amount: $

10. Cash Flow

a. Does the district project a cash deficit? ☐ Yes ☐ No
If yes, which months?

b. If cash deficit, what is the district's plan?

i. Slowing of vendor payment ☐ Yes ☐ No

ii. Temporary Interfund Borrowing (To General Fund only) ☐ Yes ☐ No

Fiscal Year	Dollar Amount	From Fund	To Fund
	$		
	$		

iii. Temporary Transfer of Funds ☐ Yes ☐ No

iv. Tax Revenue Anticipated Notes (TRANS) ☐ Yes ☐ No
Amount $ Mid-Year ☐ Yes ☐ No

v. Other

vi. How often are cash flows updated?

11. Are any school closures being considered?

a. 2020-21 ☐ Yes ☐ No

b. 2021-22 ☐ Yes ☐ No

c. 2021-22 ☐ Yes ☐ No

12. Are any new school being considered?

a. 2020-21 ☐ Yes ☐ No

b. 2021-22 ☐ Yes ☐ No

c. 2022-23 ☐ Yes ☐ No

13. Do you have any new Charter Schools opening or closing?

14. Any errors or omissions after reports were finalized? Explain:

Attachment E

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 8TH

☐ **Form CI**: Interim Report Certification Page (with original signature, with Met/Not Met & Yes/No indicators)
☐ **Positive** ☐ **Qualified** ☐ **NEGATIVE**

☐ **Interim Report DAT file**
☐ **Indicate Date emailed to BAS@sbcss.net** ☐ **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 2020-21 (reconciled to Object 9110 for months through January 2021 and projected through June 2021, *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 2020-21 and projections for 2021-22 and 2022-23 **(Unrestricted, Restricted, & Combined) email Excel workbook if used for assumptions**
☐ **MYPO – If Non-voter debt over 25%, reporting Charters, 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 09I-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/Fiscal Solvency Plans (Optional)** for planned expenditure reductions in future years

ALL THE ABOVE ITEMS APPLICABLE TO YOUR DISTRICT MUST BE SUBMITTED
ATTENTION: Business Advisory Services – Beverly Pierce no later than March 8, 2021