



Date January 28, 2021

Bulletin No. 21-024

TO: Chief Business Officials and Directors of Fiscal Services  
**Charter School Sponsoring School Districts & Charters**

Subject: **CHARTER SCHOOLS 2020-21 SECOND INTERIM FINANCIAL REPORT  
Due to Sponsoring District and SBCSS on or before March 15th**

Education Code Sections 42100 and 47604.33 require charter schools to provide budget, interims, annual financial statements, and audit reports to their sponsoring district and the County Superintendent of Schools Office. Statute requires **charter school's Second Interim Financial Report be submitted on or before March 15th**. District review of charter Second Interim Reports are requested by Business Advisory Services on or before March 26, 2021. Districts may modify the date charter reports are due to them, to allow sufficient time for their review by the deadline. Charters are encouraged to coordinate with their sponsoring district to ensure accurate and timely reporting submission.

Required reporting templates are available on the San Bernardino County Schools Charter School Financial Information webpage at: <http://www.sbcss.k12.ca.us/index.php/business-services/business-advisory-services/charter-schools-financial>. The Excel workbook consists of worksheets for 2020-21 Budget, First Interim, and Second Interim Financial Reports. Optionally, districts may allow charters to use the State SACS Software located on the California Department of Education website at <http://www.cde.ca.gov/fg/sf/fr/>.

A power point presentation for Charter School Reporting is posted on the webpage noted above. You are encouraged to download the presentations for guidance and reference.

At a minimum, charters must submit the following Second Interim Reports **to SBCSS and the sponsoring district**. Districts may require additional reports and/or supporting documentation:

- Budget/Interim Worksheet (Excel version only – No PDFs)
- LCFF calculator (using the most recent FCMAT release) (Excel version)
- Signed Interim Certification (PDF or hard copy with wet or digital signatures)

The worksheets have been designed to populate other worksheets of the workbook wherever possible. Some of the features are:

- Completing the Charter Name and Number on Certification page will populate all other schedules.
- Budget worksheet information will populate the Adopted Budget columns of the Second Interim Financial Report's worksheet.
- Data Entry cells are highlighted in a blue/green color (depending on your monitor).
- Cells with formulas are locked.

As you complete these worksheets, please be conscious of the unrestricted or restricted regulations associated with the revenue the charter has received. Refer to the California School Accounting Manual for in depth explanations of various codes and accounting treatments.

The first column of the report refers to the charter's adopted budget. Amounts reflected in this column **must** be those adopted on or before July 1st and submitted to your sponsoring district.

If you have a final 2019-20 audit report, include any audit adjustments with your Second Interim Report. These adjustments will be reported as "Adjustments for Audit" on line 52 of the Unrestricted and/or Restricted tab.

Districts will review budgets for reasonableness and solvency. Districts should request supporting documents to validate numbers reported. Charters must provide evidence of their ability to maintain sufficient fund and cash balances for the current and two subsequent fiscal years. The charter should work with their authorizing district to determine the specific requirements to show solvency.

The district review worksheet can be found on the Charter School Financial Information webpage. Upon review of the charter's report, we recommend that districts send a letter to the charter summarizing their findings and documenting any requests for additional information or action.

Districts must forward the following to Business Advisory Services, on or before March 26, 2021:

Electronic Excel files: **e-mail to [BAS@sbcss.net](mailto:BAS@sbcss.net)**

- District Review Worksheet
- Charter Interim Worksheet (all tabs completed)
- Charter LCFF Calculator

Electronic PDF copies: **e-mail to [BAS@sbcss.net](mailto:BAS@sbcss.net)**

- District Summary Review (signed)
- Charter Interim Certification (signed)
- District response letter to Charter itemizing items found in Detail Review

Questions regarding the charter school's Second Interim Financial Report should be directed to the individual sponsoring district's business liaison. Questions regarding the reporting template may be directed to Annette Baker (909) 386-9675.

Sincerely,

Ted Alejandre  
County Superintendent of Schools

*Thomas G. Cassida, Jr.*

Director  
Business Advisory Services

TGC:bp