San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

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TO: Chief Business Officials, Directors of Fiscal Services & Accounting Supervisors
San Bernardino County School Districts (K-12, ROPs)

SUBJECT: **2021-22 Budget Process Workshops**

Business Advisory Services will be conducting workshops to review the procedures for the submission of your district's 2021-22 Adopted Budget. The content of the workshops will focus on providing a review of the procedures required and data assumptions needed to complete the State Adopted Budget forms and is geared to the accounting supervisors and district budget staff responsible for completing these processes. Elements of the workshop will include, but are not limited to:

- ✓ Overview of Budget Process Timelines
- ✓ The Criteria and Standards
- ✓ Overview of Required Forms
- ✓ Estimated Actuals, Beginning and Ending Balance, and Budget Balancing procedures
- ✓ Overview of Procedures for extracting data from Budget Development to SACS reporting software
- ✓ SACS and State Software changes/updates (if any)
- ✓ Technical Compliance and report submission checklists

The morning will consist of the Budget Process Overview, which is a condensed version of the budget process, with the afternoon consisting of a more specific in-depth workshop that provides detailed instructions on the SACS supplemental forms, Beginning Balances and Cash Flow Template.

Due to COVID-19 and social distancing requirements, the Budget Workshop will be held virtually on Friday, May 7, 2021. There will not be a second date. The workshop will begin at 9:00 a.m. and is scheduled to end at 4:00 p.m. We will break for 30-minutes for lunch before resuming to present the second half of the workshop.

Friday,	**SBCSS – Webinar Presentation**
May 7, 2021	https://sbcss.k12oms.org/69-190423
9:00 a.m. – 4:00 p.m.	**Registration Deadline: May 6, 2021**

Please register on-line at the link provided above on or before Thursday, May 6, 2021. Once registered you will receive confirmation email and at a later date, you will receive another e-mail with information to access the materials and a link for the workshop. If you have any questions regarding registration, please call Raedaun Villarreal at (909) 388-5766. For questions regarding the material covered in the workshop, please call Patty Trevino at (909) 386-9689.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Thomas G. Cassida, Jr.
Director
Business Advisory Services

TC:bp

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