San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

July 16, 2019 Bulletin No. 20-004

**TO:** **Chief Business Official and Director of Business Services**
**San Bernardino County School Districts (K-12)**

**SUBJECT:** **2018-19 UNAUDITED ACTUALS FINANICAL REPORT INSTRUCTIONS**
**NOTE: REPORT DEADLINE SEPTEMBER 16, 2019**

Unaudited Actuals Financial Reports are due to Business Advisory Services (BAS) on or before September 16, 2019. Districts must complete all technical review corrections and perform the Year-End Closing Entries Update in the FIN2000 General Ledger no later than 4:00 pm on August 30, 2019. **The Financial System closes to all 2018-19 activity at 4:00 p.m. on August 30.**

All fund and supplemental reports must be extracted from the financial control system (FCS) and imported to the SACS2019ALL software. The District should perform the final extract for the reports after executing the Year-End Closing Entries Update. When creating the District export file, the extract procedures are from FIN2000 EduReports 3.0 with the report parameters:

1. **Unaudited Actuals / Budget Fiscal Year 2018-2019/2019-2020**
2. **Revised Budget Status**
3. **Save the Export file to \SACS2019ALL\ folder**
4. **File name can be modified, but do not change file type**

For those districts requiring the Bond Interest and Redemption Form 51A, Jesus Holguin will complete the fund form and send a copy to the district when the data is made available to us. If data is not received prior to the district's board approval date, BAS will make the necessary changes to the district's DAT file prior to submission to the state. Contact Jesus Holguin at (909) 386-9681 for any questions.

Attached is a checklist of all reports required as part of the Unaudited Actuals Financial Report Submission. An official DAT file is required and must be emailed to BAS@sbcss.net on or before September 16, 2019. Please send hard copies of all reports to the attention of Chrisann Gerfers, Business Advisory Services, 760 E. Brier Drive, San Bernardino, CA 92408. **Please send in your printed reports single-sided only with all forms printed in portrait orientation only. Do not submit reports bound with any binding combs, double-sided binding tape or any other type of binding.** If you have any questions, please call your Business Services Advisor at (909) 386-9675.

Sincerely,

Ted Alejandre
County Superintendent of Schools

*Signed by*
*Thomas Cassida*

Thomas Cassida
Director, Business Advisory Services

Attachment: UA Submission Checklist form

J:\Unaudited Actuals\18-19\19-20 UA Instructions.docx