

September 11, 2019

Bulletin No. 20-010

TO: Chief Business Officials and Directors of Fiscal Services  
**San Bernardino County Community College Districts**

Subject: **Budget and Financial Deadlines Dates and Submission Checklist**

The San Bernardino county Superintendent of Schools office does not have a mandated fiscal oversight role with the community college districts. However, since several college districts utilize our on-line financial system, we do provide limited support services. We do try to have the community college districts coordinate their financial and budgetary actions within the financial systems, so that we can close off the fiscal year at approximately the same time line.

Under Section 58301, the proposed budget shall be made available for public inspection during or before the 15<sup>th</sup> of September, but a least three days following availability of the proposed budget for public inspection. Notification of the dates and locations where the proposed budget may be inspected shall be published by the college district in a newspaper of general circulation, at least three days prior to the availability of the budget for public inspection. This is a process that is done by the college districts, and not by our office.

Section 58305 indicates that on or before the 30<sup>th</sup> day of September each college district shall complete the preparation of the adopted annual financial and budget report. Each college district must lock the budget and do a final tentative budget roll prior to October 10, 2019. This includes the input of the final beginning balance data in FY 20 for all funds which reconciles to the final ending fund balance components for the fiscal year just ended FY 19.

On or before October 10, 2019, the college district shall submit a copy of the annual financial and budget report (CCFS-311) to the Chancellor. Our office request that each community college district also submit a copy of this annual financial and budget report to our office so that we can validate that the information matches the data residing in the district's financial ledger supported by the financial system. This will allow our office to ensure that each district utilizing the financial system has a board approved budget and the annual financial data is in line with what is posted in the financial system. Our office will notify you if we find any discrepancies in this data submission. **Attached you will find the 2019-20 Adopted Budget and 2018-19 Annual Financial Report Checklist. Please forward this information to our office no later than September 30<sup>th</sup>.**

We also request a courtesy copy from fiscally accountable districts (Chaffey Community College), so that we can utilize for our annual financial handbook comparisons.

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If you have any questions regarding the Budget and Financial dates, please contact Tamika Murray at (909) 386-9682 or Ginger Sanchez at (909) 386-9683.

Sincerely,

Ted Alejandre  
County Superintendent of Schools

*Thomas G. Cassida, Jr.*

Director  
Business Advisory Services

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Attachments:

Community College Regulatory Code  
Community College Deadlines Dates- Chancellor's Office  
Checklist  
Student Enrollment Form

J:\bulletin\2019-20\20-010 Budget and Annual Deadline Dates and Submission Checklist