

November 6, 2019

Bulletin No. 20-020

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

SUBJECT: Financial Reporting Preparation Workshop (K-12 charter school staff and authoring agency staff)

Education Code section 47604.33 (a) requires a series of annual financial reports to be submitted to the chartering authority and the County Superintendent of Schools of the county in which the charter is sponsored. Business Advisory Services will be conducting the Financial Reporting Preparation Workshop and the Charter School Fiscal Oversight Workshop to review reporting requirements, report formats, financial report reviews, oversight guidelines and timelines.

This session is geared for both K-12 charter school staff and authoring agency staff on the processes for completing Budget, Interim, and Year End fiscal reports

**PLEASE NOTE:** this workshop has been revamped and experienced charter operators and authorizers are encouraged to attend.

DATE	TIME	LOCATION
Friday November 15, 2019	9:00 AM – 12:00 PM	670 E Carnegie Dr, San Bernardino, CA 92408 Registration: <a href="https://sbcss.k12oms.org/69-169284">https://sbcss.k12oms.org/69-169284</a>

In order that we may plan effectively for materials and the arrangement of the meeting room, please register on-line (the registration links are provided above) **no later than Thursday, November 14, 2019**. Questions regarding this workshop may be directed to Heather Kinney at (909) 388-5732.

Sincerely,

Ted Alejandre  
County Superintendent of Schools

**Signed by**  
*Thomas G. Cassida, Jr.*

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

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