

June 24, 2020

Bulletin No. 20-051

TO: Chief Business Officials & Fiscal Directors
Chaffey Community College District

SUBJECT: 2020-21 Tentative Budget Extension Due Date

Due to COVID-19 pandemic and its impact on the state revenue projections, the Chancellor has granted temporary extension on Financial reporting deadlines. Under Executive Order No. 2020-06, the requirement that each district adopt a tentative budget and forward a copy to the appropriate county officer by July 1st is extended to **August 1, 2020**.

As in the past, please submit the college's tentative budget as adopted by the Chaffey College Board.

- ◆ Budget Report detailing by fund:
 - Projected Revenue
 - Projected Expenditures
 - Estimated Beginning Fund Balance
 - Projected Ending Fund Balance
 - Assumptions/ Presentations provided to the Board
- ◆ Certification of Board Minutes for Tentative Budget Approval

In addition to the tentative college budget, please submit the semi-annual reconciliation report of cash in the county Treasury. The Memorandum of Understanding signed in October of 2007 provided for submission of a cash reconciliation detailing the reconciliation between the cash in the county treasury and the college district's accounting records for each fund maintained in the county treasury.

The district 2020-21 adopted budget and financial statement completed on State CCFS-311 forms and specific student attendance information will be due November 15, 2020.

Questions regarding the submission of your 2020-21 Adopted Budget may be directed to Tamika Murray (909) 386-9682 or Ginger Sanchez at (909) 386-9683.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Signed by
Thomas Cassida
Business Advisory Services

TC:tm:rv

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Business Services • Richard De Nava, Assistant Superintendent