



June 17, 2020

Bulletin No. 20-050

To: Chief Business Officials and Directors of Fiscal Services (K-12, ROPs)  
San Bernardino County School Districts

**Subject: 2019-20 Year-End Closing/Unaudited Actuals and SACS Forms Workshop**

Business Advisory Services will be conducting the annual workshop to review the year-end procedures for the accruals, unaudited actuals, and the SACS Forms reporting. This workshop will provide district fiscal directors and technical staff a summary review of the year end accounting procedures relating to closing the financial records of the district. The SACS Forms section will provide in-depth instructions for completing all supplemental SACS Forms including, but not limited to Forms A, CEA, CAT, ASSET, DEBT, GANN, ICR, PCRAF and SEMA.

Due to COVID-19 and social distancing requirements, our upcoming 2019-20 Year-End Closing and Unaudited Actuals Workshop will be held virtually this year on Tuesday, July 7, 2020. There will not be a second date this year. The workshop will begin promptly 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.

**Registration is on-line and mandatory.** The link to the registration web page is provided below. You will receive an e-mail confirming your registration and another e-mail when the presentation material is posted to our website. For any questions regarding registration, please contact Chrisann Gerfers, (909) 386-9688, or [chrisann.gerfers@sbcss.net](mailto:chrisann.gerfers@sbcss.net)

<b>Tuesday July 7, 2020 9:00 a.m. – 4:00 p.m.</b>	<b>Year-End Closing/ Unaudited Actuals and SACS Forms</b>	<b>SBCSS – Webinar Presentation</b> <a href="https://sbcss.k12oms.org/69-186888">https://sbcss.k12oms.org/69-186888</a> <b>Registration Deadline: July 6, 2020</b>
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If you have any questions, please contact Lisa Regalado at Business Advisory Services at (909) 386-9678.

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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