San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

August 19, 2024 Bulletin No. 25-007

To: **Chief Business Officials and Directors of Fiscal Services**
San Bernardino County School Districts

Subject: **2023-24 Unaudited Actuals Financial Report Instructions**
Report Deadline September 16, 2024

Unaudited Actuals Financial Reports are due to Business Advisory Services (BAS) on or before September 15, 2024. Districts are to complete all technical review corrections (TRCs) and perform the Year-End Closing Entries Update in the FIN2000 General Ledger by the close of the financial system on August 30, 2024. All TRCs that can be corrected must be corrected.

All fund and supplemental reports must be extracted from Financial 2000 and imported into SACS Web. **The district must perform the final extract for the reports after executing the Year-End Closing Entries Update.** The extract procedures are done using FIN2000 EduReports 3.0 with the following parameters:

1. **Unaudited Actuals / Budget Fiscal Year 2023-2024/2024-2025**
2. **Revised Budget Status**
3. **Save the Export file to designated folder**
4. **File name can be modified, but do not change file type**

For those districts that have the Bond Interest and Redemption Fund, Form 51, the information in the system as of August 31, 2024 will be the final data. Any adjustments to Fund 51 after that date will be made in the 2024-25 fiscal year.

Attached is a checklist of all reports required as part of the Unaudited Actuals Financial Report Submission. An official SACS dataset is required and must be promoted to BAS on or before September 16, 2024. Please email all SACS forms, PDF format, to BAS@sbcss.net, along with the other items on the submission checklist. If you have any questions, please call your Business Services Advisor.

Sincerely,

Ted Alejandre
County Superintendent of Schools

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

TGC:bp

Attachment: UA Submission Checklist form
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