

# SCOE BIZ

## Business Services Bulletin No. 22-08



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October 21, 2021

To: District and Charter Business Services  
From: Sarah Lampenfeld, Director, External Fiscal Services  
Subject: October 2021 Edition

### **New Principal Apportionment Data Collection (PADC) platform**

Beginning with fiscal year (FY) 2021-22, the PADC will be a web-based application. This new application **replaces** the PADC desktop software. The data reporting screens for FY 2021-22, P-1 will be available in the PADC web-based application on or about December 1, 2021. In preparation of the application's full release, both the CDE and our office will be providing webinars and trainings in November and December. Additionally, before December 1, 2021 all LEAs will need access to the new PADC application. SCOE will be assigning an Administrator for each school district, while each school district will be assigning Administrators for charter schools under the school district's oversight. **SCOE will be sending out the Administrator request forms in the coming week to begin the setup process.**

### **Two New Measures Addressing Homelessness**

On September 29, 2021, Governor Newsom signed Assembly Bill (AB) 27 and Senate Bill (SB) 400 into law. Both measures are aimed at addressing homelessness by improving the accuracy of identification of people experiencing homelessness and facilitating expanded services. See [School & College Legal Services Legal Update](#) for more details.

- ✚ AB 27 went into effect immediately and requires LEAs who receive funding from the federal American Rescue Plan Elementary and Secondary School Emergency Relief fund to administer a housing questionnaire to identify all homeless and unaccompanied students. *See SCLS Update for sample.*
- ✚ SB 400 will go into effect on January 1, 2022. This bill adds to Education Code section 48851.5 by requiring LEA liaisons for homeless students to refer homeless families and youth to health care services and housing services.

### **Federal Cash Management Data Collection (CMDC)**

The data collection window for the Federal Cash Management Data Collection (CMDC) System is open. You may report your data at any time during this period. **LEAs must submit cash balance data by October 31<sup>st</sup>** for the following programs in order to receive funds in the next apportionment for those programs (if you are a Title III Consortium LEA, your cash apportionments flow based on the total combined reporting for all Consortium LEAs):

- ✚ Title I, Part A
- ✚ Title I, Part D
- ✚ Title II, Part A
- ✚ Title III, Immigrant

✚ Title III, LEP

✚ Title IV

Note: The cash balance is to be reported regardless of the fiscal year from which the funds originated. CMDC information, including instructions, future reporting dates, FAQs, and Login can be found at the CDE Web site <http://www.cde.ca.gov/fg/aa/cm/>.

### **Federal Quarterly Interest Reporting (due October 31<sup>st</sup>)**

CDE federal program grantees are required to report and remit interest to the CDE at least quarterly. Although grantees are allowed to keep interest amounts up to \$500 per year for administrative purposes, the \$500 is in total for all federal programs, not for each federal program. When reporting and remitting federal interest to the CDE, grantees should specify the time period of interest earning and the federal program resource codes. Interest on federal cash balances should be sent to the CDE at the following address:

California Department of Education  
P.O. Box 515006  
Sacramento, CA 95851  
Attention: Cashier's Office

If no\$ to Remit: Email  
[cashmanagement@cde.ca.gov](mailto:cashmanagement@cde.ca.gov)

The CDE requests LEAs submit documentation regarding the calculations and the interest rate used. Documentation (once available) for the **current quarter's rate of .514%** can be found at [https://sonomacounty.ca.gov/templates\\_portal/Service.aspx?id=2147528173](https://sonomacounty.ca.gov/templates_portal/Service.aspx?id=2147528173). A complete list of federally reimbursable programs that should be EXCLUDED from your interest calculations can be found at <https://www.cde.ca.gov/fg/ac/co/reimbursableprograms.asp>. A good report to use for documenting your calculations is the Fiscal24 Resource Cash daily balances. You will need to enter the reporting period (quarter dates), interest rate for the quarter, and specific federal resources you would like to include in the calculation. **Title I, II, III, IV, GEER and ESSER I, II, and III would need to be included, but you may have other non-reimbursable programs.**

### **Universal Meals**

Effective beginning school year 2022-23, all public schools, COEs and charter schools must provide a breakfast and lunch to students that request a meal free of charge for each school day. This requirement applies to all LEAs regardless of the LEAs participation in the National School Lunch Program and/or School Breakfast Program. Furthermore, all LEAs with an identified student population (ISP) of 40% or more will be required to apply for a meal provision such as CEP or Provision 2 by June 30, 2022. To assist with planning, the CDE is holding listening sessions and have posted [FAQs](#). The next listening session is November 2. LEAs can register [here](#).

### **Educator Effective Block Grant**

AB 130 established funding for professional learning for teachers, administrators and paraprofessionals that work with pupils. This funding will be available from fiscal year 2021-22 through 2025-26. As a condition of receiving these funds; by December 30, 2021, LEAs must develop and adopt a plan outlining the expenditures for these funds. The plan shall be presented in a public meeting of the governing board before its adoption at a subsequent

public meeting. The CDE has not released the details on this program; however, once known, our office will be sharing. Please stay tuned.

### **CalSTRS 180 Exemption Process**

This is a friendly reminder regarding the Governor's Executive Order N-12-21. If you have CalSTRS retirees returning to work before they complete their 180-day break-in service, the Request for Separation – From-Service Requirement Exemption must be completed and returned before the retiree begins work. If not completed in advance this could result in serious consequences for the retiree if the districts/charters do not complete the form.

### **FAQ for taxpayers – Bonds**

Each fall, the Sonoma County Tax Collectors Office asks Districts with School Bonds on the tax rolls to provide a contact telephone number that is printed on property tax bills. Tax payers with questions about school Bonds or parcel taxes need to have easy access to Districts for questions. To better help you answer those questions we have prepared a frequently asked question sheet ([attached](#)). Please share this information with the contact who answers the phone number printed on the tax bills. It is the time of year for those questions to come your way.

### **Annual Accounting for School Developer Fees ~ Fund 25, Object 8681**

Developer fees are required to be deposited in a separate capital facilities account/fund so that their collection and use is accounted for separately, away from the rest of the district's activities. Interest earned must be credited to the same fund and must be used for the same purpose as the fees. Government Code section 66006 requires that within 180 days of the end of the fiscal year, each district that levies developer fees should make the accounting available to the public (**by December 26, 2021**). **The governing board must review the information at its next regularly scheduled meeting held *no earlier* than 15 days after the information becomes available to the public.**

Additionally, Government Code section 66001 requires each district that collects developer fees to **make further findings every five years** about any fund in which those fees remained unexpended at the end of the fiscal year. It is recommended that the five-year accounting be made in conjunction with the annual accounting for each fund or account. Failing to comply with the statute, may result in a refunding of the fees in question.

For more detail information, please see School & College Legal Services of California's Legal Update *Annual Development Fee Accounting: 2021 update coming soon*.

### **Account code reminder: Resource 0000 is not valid with object 8681 in Fund 25.**

Background: Any developer fees collected as a condition of approving a development must be deposited in Fund 25, Capital Facilities Fund. Expenditures in Fund 25 are restricted to the purposes specified in *Government Code* sections 65970-65981 or to the items specified in the agreements with the developer (*Government Code* section 66006). Developer fees deposited in Fund 25 meets the definition of restricted fund balance.

Reminder: GASB 54 requires fund balances to be reporting in applicable classification regardless of the fund in which they are reported. **Since mitigation/developer fees are restricted in regards to what they can be spent on, LEAs should use resource 9010, Other Restricted Local, or a locally-defined resource that rolls up to Resource 9010.**

Please contact your SCOE Advisor if you need to set up a locally restricted resource and move all budgets and expenditures from Resource 0000.

### **FCMAT trainings**

*UNDERSTANDING FISCAL OVERSIGHT WORKSHOP: Virtual Workshops (Day Two: November 23<sup>rd</sup>)*

On day two of this workshop school districts are invited to FCMAT's presentation. This workshop offers CBOs a better understanding of fiscal oversight and the County Office's responsibilities. Important Note: Day one of workshops is for county office staff only.

*Projection Pro Multiyear Projection & Cash Flow Software: Beginning and Intermediate workshops available on FMCAT's free online multiyear projection software service.*

<b>Reminders</b>
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### **Elementary and Secondary School Emergency Relief (ESSER) III**

Board must adopt an Expenditure Plan **on or before October 29, 2021** (submit for review and approval within five days of adoption to the County Office of Education).

### **Professional Development – Supported by SCOE**

Attached is a [flier](#) for professional development opportunities this fiscal year.

SCOE is hosting several workshops presented by CASBO. SCOE will reimburse for the cost of one registration by a district employee for one of the eligible workshops listed on the flier.

### **Dates to Remember:**

11/01/2021	Low-Performing Students Block Grant Report No. 2 due to CDE
11/10/2021	User Group Meeting: Aeries (am)
11/10/2021	User Group Meeting: SchoolWise (pm)
11/17/2021	Escape Payroll Concepts (2 of 3) <a href="#">Click here to register</a>
11/18/2021	DBUG
12/02/2021	Escape - 2021 1099 Reporting <a href="#">Click here to register</a>
12/10/2021	Escape W2 Reporting <a href="#">Click here to register</a>
12/15/2021	1 <sup>st</sup> Interim Report due to SCOE
12/17/2021	Escape ACA Reporting <a href="#">Click here to register</a>
12/17/2021	Fall 1 Certification Deadline

### **NOTE:**

- Want to add something to a DBUG Agenda? Want a topic added to SCOE Biz? Contact DBUG Chair Christina Menicucci
- Documents presented at [DBUG](#) found posted at <http://www.scoe.org/pub/htdocs/fiscal-dbug.html>
- [Workshop manuals](#) and [Fiscal Services/IT forms](#) may be found at <http://www.scoe.org/escape> under the heading of Resources on the left side of the page.



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority  
serving school and college  
districts throughout the  
state.*

October 14, 2021

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**To: Superintendents, Member School Districts (K-12)**  
**From: Leah M. Smith, Associate General Counsel** *LMS*  
**Subject: Two New Measures to Standardize Process for Local Educational Agencies to Identify Homeless Students**  
**Memo No. 34-2021**

Governor Gavin Newsom signed Assembly Bill (“AB”) 27 and Senate Bill (“SB”) 400 into law on September 29, 2021. These two measures are part of a broader legislative package signed into law aimed at addressing homelessness by improving the accuracy of identification of people experiencing homelessness and facilitating expanded services.

According to data compiled by the United States Department of Education, California has experienced a 48-percent increase in pupil homelessness over the last decade, and the California Department of Education (“CDE”) reports that over 269,000 pupils in grades K-12 experience homelessness.<sup>1</sup>

The purpose of this Legal Update is to summarize the two new measures that relate to Local Educational Agencies (“LEAs”) in an effort to coordinate efforts between schools and county and state agencies to facilitate an integrated, centered response to the problem of homelessness among California’s K-12 students and their families.

### Assembly Bill 27

AB 27 requires every LEA that receives funding from the federal American Rescue Plan Elementary and Secondary School Emergency Relief fund to administer a housing questionnaire to identify all homeless and unaccompanied students. Commencing with the 2021-2022 school year, LEAs must ensure the following:

- The questionnaire is provided annually to all parents or guardians of pupils and to all unaccompanied youths of the LEA
- The questionnaire is available in paper form
- The questionnaire includes an explanation of the rights and protections a student has as a homeless child or youth or as an unaccompanied youth

<sup>1</sup> See AB 27, Section 1, subdivision (c).



- The questionnaire must be made available in the primary language of the unaccompanied youth of the pupil’s parent or guardian pursuant to Education Code section 48985 *or* an appropriate translation of the housing questionnaire shall be provided upon request.

The LEA must collect the completed housing questionnaires and report annually to the CDE the number of enrolled homeless students and unaccompanied youths. All data collected by the CDE or by a LEA must be used in accordance with all state and federal laws regarding pupil privacy and the collection and use of pupil data.

AB 27 also requires that the LEA post on its website a list of the LEA liaisons (and any persons under contract to assist the liaisons) for homeless children and youths and unaccompanied youths in that school district, charter school, or county office of education, respectively, the contact information for those liaisons, and specific information regarding the educational rights and resources available to persons experiencing homelessness.

Further, AB 27 authorizes the CDE to use federal McKinney-Vento Homeless Assistance Act funds to establish up to three technical assistance centers through county offices of education in different regions throughout the state to foster relationships between community partners and local educational agencies in each region. These centers will create and facilitate the implementation of training materials to help outline the needs of homeless youth and their families, develop and disseminate best practices for counties of varying sizes to support the academic outcomes of homeless students and unaccompanied minors, as well as assist LEAs in ensuring accuracy in the identification of homeless students. County offices of education will have the opportunity to apply through a competitive process to be a technical assistance center.

AB 27 is an urgency bill, which means it went into effect immediately upon the Governor’s signature on September 29, 2021. That means LEAs should immediately begin implementing the provisions of AB 27. The CDE has a model housing questionnaire that LEAs can adapt and use, which can be found [here](#), and its guidance, found [here](#). These documents are also attached for reference.

#### Senate Bill 400

The federal McKinney-Vento Homeless Assistance Act provides grants to states to carry out activities related to the education of homeless children and youths. The Act requires a state plan to include assurances that LEAs will designate an appropriate staff person to act as the LEA liaison for homeless children and youths and a description of how the state will ensure that LEAs will comply with the requirements of McKinney-Vento, including the identification of homeless children and youths. Education Code section 48852.5 already requires LEA liaisons for homeless students to ensure that public notice of the educational rights of homeless children and youths is disseminated in schools that provide services pursuant to McKinney-Vento.

Senate Bill (“SB”) 400, which will go into effect on January 1, 2022, works in conjunction with AB 27 to amend Education Code section 48852.5. It adds Education Code section 48851.5 to require a liaison for homeless students of an LEA, defined to include a school district, county office of education, charter school, or special education local plan area, to ensure the



identification by school personnel of those children and youths. This is to be done through outreach and coordination activities with other organizations and the referral of services to homeless families and homeless children and youth.

This bill requires that the LEA liaison for homeless students to refer homeless families and youth to health care services, including dental, mental health, and substance abuse services, and housing services.

SB 400 requires the CDE to develop and implement a system to verify that LEAs are providing the federally required training to school personnel at least annually. The CDE is also required to develop and implement procedures to verify key information that LEAs submit to comply with federal law under McKinney-Vento, and review the information submitted by LEAs to ensure compliance with federal law. The CDE also is now required to remind each LEA with outdated information to update its policies to reflect current requirements.

To the extent that SB 400 imposes additional duties on LEAs, the bill imposes a state-mandated local program for which LEAs may be reimbursed pursuant to the statutory provisions for mandated programs.

Please contact our office with questions regarding this Legal Update or any other legal matter.

*The information in this Legal Update is provided as a summary of law and is not intended as legal advice. Application of the law may vary depending on the particular facts and circumstances at issue. We, therefore, recommend that you consult legal counsel to advise you on how the law applies to your specific situation.*

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## Local Educational Agencies' Instructions for the Housing Questionnaire

### Instructions:

Add your local educational agency (LEA) information to this form before sharing this with parents, guardians, families, and/or youth. The area reserved for the agency information is right under the heading and is also a fillable section under the title. The completed section will look similar to this:

**Housing Questionnaire for**  
The Name of Your LEA or School Site

The parent, guardian, or youth will read and complete the middle sections of the Housing Questionnaire as it relates to the child or children's names, nighttime residency, contact information, and other children living with parent or guardian.

The LEA will need to complete the bottom portion of the Housing Questionnaire. There are three fillable sections: one for the name of your LEA's Homeless Liaison, one for their phone number, and one for their email address.

This form should be included as part of the registration materials that the LEA shares with families and youth. This form is intended to be used as a template or as a standalone depending on your LEA's current enrollment forms.

For further guidance on the use or completion of, or any questions about, the Housing Questionnaire, please access the Guidance for Completion of Housing Questionnaire (<https://www.cde.ca.gov/sp/hs/cy/documents/guidanceforquestionnaire.docx>). The guidance provides the LEA with detailed information around the purpose and use of, data/information sharing concerns regarding, and how to best use the Housing Questionnaire with families and youth.

If you have any questions regarding this subject, please contact the California Department of Education Homeless Education Program within the Integrated Student Support and Programs Office by phone at 866-856-8214, or by email at [HOMELESSED@cde.ca.gov](mailto:HOMELESSED@cde.ca.gov).

### Housing Questionnaire for

Student Last Name	First	Middle

**Name of School:**

The information provided below will help the LEA determine what services you and/or your child may be eligible to receive. This could include additional educational services through Title I, Part A and/or the federal McKinney-Vento Assistance Act. The information provided on this form will be kept confidential and only shared with appropriate school district and site staff.

Presently, are you and/or your family living in any of the following situations? *Check all that apply.*

Staying in a shelter (family shelter, domestic violence shelter, youth shelter) or Federal Emergency Management Agency (FEMA) trailer

Sharing housing with other(s) due to loss of housing, economic hardship, natural disaster, lack of adequate housing, or similar reason

Living in a car, park, campground, abandoned building, or other inadequate accommodations (i.e. lack of water, electricity, or heat)

Temporarily living in a motel or hotel due to loss of housing, economic hardship, natural disaster, or similar reason

Living in a single-home residence that is permanent

I am a student under the age of 18 and living apart from parent(s) or guardian

*The undersigned parent/guardian certifies that the information provided above is correct and accurate.*

Print Parent/Guardian Name	Signature	Date

Phone Number	Street Address	City	State	Zip

## Housing Questionnaire

Your child or children may have the right to:

- Immediate enrollment in the school they last attended (school of origin) or the local school where you are currently staying, even if you do not have all the documents normally required at the time of enrollment.
- Continue to attend their school of origin, if requested by you and it is in the best interest.
- Receive transportation to and from their school of origin, the same special programs and services, if needed, as provided to all other children, including free meals and Title I.
- Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.

Please list all children currently living with you.

Name	Gender	Birthdate	Grade	School

If you have any questions about these rights, please contact your LEA's Homeless Liaison:

Name

Phone

Email

# **Local Educational Agencies' Guidance for Completing the Housing Questionnaire**

**California Department of Education – March 2020**

## **Purpose of a Housing Questionnaire**

A Housing Questionnaire is a highly recommended best practice to assist local educational agencies (LEAs) with the identification of homeless children and youth. The Education for Homeless Children and Youth program states that all LEAs and their homeless liaisons must ensure that homeless children and youth are identified by school personnel through outreach and coordination with other agencies. LEAs are defined as county offices of education (COEs), school districts, and charter schools. The California Department of Education is encouraging the use of a Housing Questionnaire.

LEAs need to take a proactive approach to identify homeless children and youth. It is the first step to connecting these students and their families with information, resources, and supports necessary to ensure that they have equal access to the same free, appropriate public education, including public preschool education, as is provided to other children and youth.

## **Who Should Complete the Housing Questionnaire?**

Every student, preschool through 12<sup>th</sup> grade, should complete the Housing Questionnaire, at least annually, upon enrollment. The Housing Questionnaire can be completed by the child's parent/guardian, caregiver, or in the case of an unaccompanied youth, by the student directly. If needed, the homeless liaison should be available to assist. Preschool programs include any LEA-administered, LEA-funded, and state preschool program, such as Head Start.

## **Information Sharing**

Please inform parents/guardians, caregivers, and unaccompanied youth that this information will be kept confidential and will only be shared with those LEA/school staff that are responsible for providing services to the student and their families, as well as those staff responsible for keeping track of how many homeless students are identified in the LEA.

LEAs may share this information to LEA/school staff such as:

- Homeless liaisons;
- Enrollment staff or registrars;
- Student's teachers;

- Guidance counselors; and,
- Staff members that are responsible for reporting student-level data

Housing Questionnaires, and/or the information, gathered should not be a part of the student's permanent records such as Cumulative Folders.

## **Discussing the Housing Questionnaire with Students and Families**

In reviewing the Housing Questionnaire with parents/guardians, caregivers, and unaccompanied youth, LEAs should emphasize that the purpose of gathering this information is to ensure that children and youth who are experiencing homelessness are provided the rights and services to which they are entitled to under the McKinney-Vento Act. These rights may include:

- Immediate enrollment in the school they last attended (school of origin) or the local school where they are currently staying, even if you do not have all the documents normally required at the time of enrollment.
- Continue to attend their school of origin, if requested by you and it is in the best interest.
- Receive transportation to and from their school of origin, the same special programs and services, if needed, as provided to all other children, including free meals and Title I.
- Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.

It is also important for the LEA to explain that the information provided on the Housing Questionnaire should be accurate and true. Verification is not always necessary. Homeless families or unaccompanied youth do not need to have the necessary paperwork required at registration. This includes proof of residency, medical records/immunizations, educational records, etc. However, if for some reason, the LEA needs to verify such information, the LEA will not contact a landlord or building superintendent without prior consent. Lastly, if the parent/guardian, caregiver, or unaccompanied youth declines to complete the Housing Questionnaire, the LEA should indicate that on the form.

## **Completing the Housing Questionnaire**

If the parents/guardians, caregivers, and unaccompanied youth enrolling in school indicates that the student is living in one of the four categories (sheltered, doubled-up, unsheltered, or motel/hotel), the school/school district does not need to have proof that verifies their living arrangement. However, it is important that the school/school district have some sort of contact information for the parent/guardian, caregiver, or unaccompanied youth, especially for emergency situations.

It is essential to ask the parent/guardian, caregiver, and even the unaccompanied youth to indicate the other children that might be living with them. School and school districts

need to be identifying and serving preschool-age children, and this is the best opportunity to find out if there are younger children.

If you have any questions regarding this subject, please contact the CDE Homeless Education Program within the Integrated Student Support and Programs Office by phone at 866-856-8214 or by email at [HOMELESSED@cde.ca.gov](mailto:HOMELESSED@cde.ca.gov).

## *ANSWERS* for Frequently Asked BOND Questions

1. Voter approval authorizes the sale of General Obligation bonds. Usually the school districts sell blocks of bonds (issue) instead of the total authorized amount. That is why each issue is numbered, also because each issue has a different maturity date and debt service schedule.
2. No one is excluded or waived from paying GOB taxes, including senior citizens. Debt service is a rate x value and does not take into account the owner. If a senior citizen states they are waived from other taxes; they are referring to Direct Charges / Parcel taxes. These taxes are different from General Obligation bonds. Seniors are exempt for those direct charges only if that clause was part of the creation of the resolution for ballot. Each district must respond to those questions if their direct charges allow for a senior exemption.
3. If a senior citizen states they did not pay school taxes in Marin, they are referring to direct charges. Marin County has confirmed that for GO bonds their county treats it the same as Sonoma County; no one is waived from paying these taxes.
4. CCPI: California Consumer Price Index – determined by the State
5. Questions on how the money is spent should be answered by the School district.
6. The Auditor's Office sets the tax rates, creates the bills, and apportions to the debt service fund to pay the principal and interest on the bond. The school receives the bond money at the time of sale. They are the ones who allocate the funds for school improvements or new construction. The taxpayers pay the principal and interest to the bondholders through BNY as paying agent by paying their debt service property taxes. The rate is determined by the value of the district, the principal and interest owed for 18 months, and how much reserves are in the fund. Debt service amounts on the tax bills are calculated by the value of property times the rate. All taxpayers within that district have the same rate. Any questions related to tax rate calculations or tax bill errors should be forwarded to the Auditor's office at 565-2635.
7. Questions on School vs. County boundaries refer to the Office of Education at 524-2631 Mary Downey, Deputy Superintendent's office. Tax boundaries are sometimes different from school boundaries. Some taxpayers will pay taxes for one school but their children attend another school. You may receive questions on what school should a child attend based on the parcel number. Refer to the Office of Education. The school district determines which school a parcel belongs in. They are the ones to initiate any changes to the state chart.
8. Do not answer any questions about direct charges or other districts; refer to phone numbers on tax bills.
9. Questions regarding Assessment Appeals should be referred to the County Assessor's Office.



SONOMA COUNTY OFFICE OF EDUCATION

# WORKSHOPS HOSTED BY SCOE BUSINESS SERVICES

As of September 22, 2021

If a Sonoma County school district employee attends one of the eligible workshops listed below their district will be reimbursed for the cost of registration. Districts will pay for the registration upfront and then be reimbursed after proof of attendance has been provided to SCOE. One person per district (unless approved by Mary Downey or Sarah Lampenfeld).

## Eligible Workshops Register directly with [CASBO](#)

- **Accounts Payable Rules and Best Practices**
- **Advanced Management & Supervision**
- **CalSTRS/CalPERS: Best Practices for Employment Agreements, CBAs & Avoiding Adverse Audits**
- **CalSTRS/CalPERS: Retirement Concepts**
- **Payroll Compliance & Calendar Year-End Reporting**
- **Payroll Concepts**
- **Payroll Essentials**
- **Pupil Attendance Accounting for Site Personnel**
- **Standard Account Code Structure (Basic and Advanced)**
- **School Facilities & the CBO**
- **Using Data Analytics to Maintain Fiscal Solvency**
- **1099 Reporting Concepts**

To receive the reimbursement from SCOE you will need to submit proof of payment (to the presenter) along with proof of attendance at the workshop. These items should be emailed to Bonnie Brown, [bbrown@scoe.org](mailto:bbrown@scoe.org)



## VIRTUAL WORKSHOPS

*Save The Date!*

*FCMAT is pleased to provide beginning and intermediate workshops on Projection-Pro, a free online multiyear projection software service for California's local educational agencies.*

### **Foundations**

8 a.m. to noon

November 9, 2021  
[Click Here to Register](#)

December 2, 2021  
[Click Here to Register](#)

### **Nuts and Bolts**

1 p.m. to 5 p.m.

November 9, 2021  
[Click Here to Register](#)

December 2, 2021  
[Click Here to Register](#)

*Collaborate • Create • Share  
Track • Customize • Simplify*

# FCMAT

FISCAL CRISIS & MANAGEMENT  
ASSISTANCE TEAM

# PROJECTION<sup>Pro</sup>

## Multiyear Projection & Cash Flow Software

For school districts, county offices, charter schools and oversight agencies



*FCMAT is offering both beginning and intermediate Projection-Pro workshops at no cost to participants. Workshops are designed so participants can attend one or both.*

### **Multiyear Projection and Projection-Pro Foundations**

The morning session offers an overview on setting up your account, creating a basic projection and basic software navigation. We will take an in-depth look at the foundational assumption model, software screens that apply it, and assumption options. This session will also include creating a base-year cash flow and student enrollment, unduplicated pupil count and average daily attendance projections. Hands-on activities will reinforce the concepts presented.

### **Multiyear Projection and Projection-Pro Nuts and Bolts**

The afternoon session will include an in-depth review of the topics and use of special screens like indirect cost calculations, tracking contributions and setting up components of ending fund balance. We will also discuss the tasks required to create the second year of the cash flow projection. Hands-on activities will reinforce the concepts presented.