San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

January 27, 2025 Bulletin No. 25-022

TO: **CHIEF BUSINESS OFFICIALS (K-12 & ROPS), ACCOUNTING AND FISCAL DIRECTORS**
San Bernardino County School Districts

SUBJECT: **SECOND PERIOD INTERIM FINANCIAL REPORT – FY 2024-25**

The reporting instructions and procedures for completing the **Second Period Interim Financial Report** are as follows. *Please review this bulletin carefully and allow sufficient staff preparation time to meet your board agenda deadlines and the state submission deadlines.*

**REPORT DEADLINE:**

**SECOND PERIOD: For the period ending January 31 -- must be submitted to Business Advisory Services on or before March 7th and approved by the Governing Board by March 17th (EC 42130)**

All the required Interim Financial Reports and documentation must be submitted to Business Advisory Services and approved and certified by the Governing Board on or before the above-indicated dates. A checklist indicating the hard copy forms to be submitted is included (attachment E). Additionally, the official Dataset must be promoted to 1st Level LEA Review and the FCMAT LCFF Calculator must be emailed to BAS@sbcss.net. ***Please ensure that the Dataset submitted matches the hard copy forms submitted to your Governing Board on the indicated board meeting date.***

Note: ***Please contact your Business Advisory Services Advisor immediately if your district is filing a Qualified or Negative Certification*. Remember that districts must address specific actions as instructed in the First Interim Response Letter and/or other correspondence.**

**CERTIFICATIONS (EC 42131 (a) (1)):**

1) A Positive Certification shall be assigned for those LEAs that WILL MEET their financial obligations for the current and two subsequent fiscal years (meets state minimum reserve levels in all years).
2) A Qualified Certification shall be assigned for those LEAs that MAY NOT MEET their financial obligations for the current or two subsequent fiscal years (not meeting reserves in one year).
3) A Negative Certification shall be assigned for those LEAs that WILL BE UNABLE TO MEET their financial obligations for the remainder of the current or subsequent fiscal year based upon current projections (not meeting reserves in current year or not maintaining a positive cash balance in the current or first subsequent year).

**SACS Web Application:** To complete the Second Interim Financial Reports, districts will use the SACS Web application. First Interim information will be ported over in the system automatically to populate all First Interim data necessary for the Second Interim Financial Report.

Attached are instructions for creating and extracting the SACS Interim Report Extract File from the financial system for use in completing the Second Interim Financial Report (Attachment C).

- **NOTE: DISTRICTS SHOULD RUN A SACS EXTRACT AND IMPORT DATA EARLY IN JANUARY IN ORDER TO HAVE TIME TO CORRECT ANY TRC ERRORS ASSOCIATED WITH THE *BOARD APPROVED BUDGET* DATA OR *ACTUALS TO DATE* DATA. CORRECTIONS MADE AFTER THE INTERIM REPORT CUTOFF DATE OF JANUARY 31 WILL NOT BE PICKED UP AND TRC ERRORS WILL CONTINUE TO EXIST IN YOUR FINAL REPORT REQUIRING EXPLANATIONS**. RUN EARLY AND RUN OFTEN!!!

**CASH FLOWS:** All districts must submit a Form CASH or Cash Flow Report for the General Fund that includes actual activity by month through January 31, projects monthly activity through June 30, and includes anticipated accruals that will be set up at the end of the current fiscal year. The form should reconcile to monthly and year-end estimated totals for revenues, expenditures, prior year transactions, and fund balance (when the projected accruals are considered) in the financial system. Additionally, districts utilizing inter-fund borrowing **MUST** submit cash flows for **EACH** fund it is borrowing from to substantiate that cash will be available to meet anticipated expenditures in those funds. Districts may utilize the Cash Flow Report from COMPASSedu, using the parameters indicated in the instructions in Attachment B, to generate cash flow worksheets to submit for this requirement. These Excel files can be submitted electronically and will be accepted in place of the Form CASH.

**MULTI-YEAR PROJECTIONS AND ASSUMPTIONS:** ALL Districts must submit Form MYP, which presents the multiyear financial projection showing the current fiscal year and the two subsequent fiscal years. Districts with debt ratios over 25% at Adopted Budget must also submit MYP-O for funds used to repay non-voter approved debt obligations. Additionally, districts that report dependent charter school financial information in Fund 09 must submit Form MYP-O. **Documentation of assumptions used for the MYP is also required**. Districts should complete the **Narrative Review Questions** (Attachment D) to meet this requirement.

- These questions have been developed to clarify the assumptions upon which the district's projections for the current and subsequent two years are based. If your district submits a similarly detailed format to your board for review with the projections, this may be substituted in place of the Narrative Review Questions; however, all relevant details must be included. **The Narrative Review Questions need to be answered in full** or the district's advisor will call or email for the answers.

**Please submit all documents/correspondence submitted to your board as part of the interim report. This includes PowerPoint slides.** This will assist us in validating your projections. **Also, districts must email an electronic copy of their LCFF calculator, and LCFF Calculators for any dependent charter schools being reported with the district, for the current and two subsequent fiscal years that reconciles to the Form MYPI/MYPI-O with their assumptions.**

If you would like our assistance with the calculation of the current and future years LCFF for use in the multiyear financial projections, please contact your Business Services Advisor and provide us with the necessary elements such as ADA by grade span and percentage of unduplicated pupils.

**INTERIM REPORT SUBMISSION CHECKLIST**: We have provided you with a checklist to ensure all appropriate certifications, reports, completed attachments, and other documentation are submitted to us within the above stated timelines. Adherence to this checklist will save both district and county staff time searching for missing documents. **Please send a copy of this completed checklist with the listed items no later than**

**<u>March 7, 2025,</u> to Business Advisory Services, attention Mirel Safar. Send signed certifications as soon as they are available.**

If you have any questions concerning the completion of the Second Interim Financial Report and additional documentation, please contact your designated Business Services Advisor.

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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J:\bulletin\2024-25\25-022 Second Period Interim Report

ATTACHMENTS:

A – Data Processing Sequence
B – Instructions for Completing Second Period Interim Financial Report
C – SACS Interim Reporting Extract Programs
D – Narrative Review Questions (PDF format)
E – Submission Checklist (PDF format)

# Data Processing Sequence
# 2024-25 Interim Reports

All data input into the SACS Web System, either through the import process or manual entry. General ledger and supplemental data are extracted into the fund, supplemental, and criteria and standards forms where applicable, limiting the amount of manual input required to complete the forms.

Below is the recommended sequence for completing Interim reports within the SACS Web System. Following this sequence will help reduce data entry and help prevent errors simply because certain data have not yet been imported, entered, and/or verified.

- First, complete the FCMAT LCFF Calculator and use the data generated to adjust current year LCFF Revenue Sources, and relevant data in Supplemental Forms AI, MYPI, and Criteria and Standards.
  **Data from the Interim Report must reconcile to the LCFF Calculator.**

- Login to the SACS Web System

- Budget Period Data – Approved Adopted Budget data will be ported into the First Interim Financial Report automatically.

- Run a SACS Interim Report Extract from COMPASSedu EduReports 3.0 and transfer that file data to your Download Folder (see Attachment C). Import the extract file which contains the Original Adopted Budget, Board Approved Operating Budget (Working Budget-includes Budget transfers posted since Adopted Budget), Actuals to Date, and Projected Year Totals (Working Budget PLUS any Budget Transfers posted after the interim report cut off dates) data from the LEA accounting system using the specified reporting dates. If you have a charter school in Funds 07 through 09 and the charter is reporting separately, be sure to exclude those funds on your SACS extract.

- Supplemental Forms—Complete, save, and print supplemental forms AI, MYPI, and CASH (we recommend using the Cash Flow Report in Fin2K).

- TRC-Import, TRC-General Ledger, and TRC-Supplemental—Run the TRC-Import and TRC-General Ledger modules for each of the four types of interim data to validate SACS codes and combinations of codes in the imported/input general ledger data. Run the TRC-Supplemental module. Fatal exceptions must be corrected; warning exceptions must be corrected or, if the data are correct, must be explained; informational exceptions should be corrected or, if the data are correct, an explanation is optional but encouraged. ***HINT: Run report with EXCEPTIONS ONLY to find potential problem areas while developing report***. Please submit the TRC free from errors showing Exceptions Only.

- General Ledger Data Corrections—Make general ledger data corrections, as necessary, in the LEA accounting system general ledger, then re-import the applicable fund(s).

- Re-run the TRC-Import and TRC-General Ledger modules to verify changes. Don't forget to re-open Fund 01 with each new download and save the updated data.

- Components of Ending Fund Balance—Within the Components of Ending Fund Balance screen, enter or revise applicable components of ending fund balance, by resource. Re-run the TRC-Import and TRC-General Ledger modules to verify changes.

- Fund Forms—When the general ledger data are finalized (including the components of ending fund balance), open, review, save, and print the applicable fund forms.

  **NOTE: Form 01I must be saved for the data to extract into the Multiyear Projections (Form MYPI) and Criteria and Standards Review (Form 01CSI) forms. Also, note that Funds 07 through 09 should not be imported unless your district is maintaining the Charter School Fund information as part of the district reporting process.**

- Supplemental Forms (as applicable)—Complete, save, and print supplemental forms.

- Multiyear Projections and Criteria and Standards Review Forms—Complete, save, and print the Multiyear Projections form (Form MYPI), and then the Criteria and Standards Review form (Form 01CSI).

  **NOTE: Form MYPI and Form CASH must be saved for the data to be extracted into the Criteria and Standards Review form (Form 01CSI).**

- Form CI—Interim Report Certification. **Review the Criteria and Standards Review Summary for any areas of potential concern for fiscal solvency**.

- Table of Contents—Print the Table of Contents to ensure all applicable forms are completed. In addition, all fund, supplemental, and criteria and standards forms can be printed from the Table of Contents window.

- TRC-Export Validation—Run the TRC-Export Validation module, which checks for required forms, forms that have unbalanced or incomplete data, and forms that need to be opened and saved due to general ledger and/or supplemental data changes (dependencies).

- Promote – Promote Dataset to 1st Level LEA Review for reviewing agency/COE (SBCSS).

# INSTRUCTIONS FOR COMPLETING THE SECOND PERIOD INTERIM FINANCIAL REPORT

## Required Documentation

The Interim Financial Report documentation to be submitted and certified by the Governing Board and transmitted to Business Advisory Services consists of the following:

- **Form CI – District Certification of Interim Report** ***(must contain original signatures of the Board President and District Superintendent or designee)***. This form contains the Met/NOT Met and Yes/NO responses from the Criteria and Standards (C&S). This form needs to be signed by the Board President and District Superintendent ***AFTER*** the C&S data has been brought forward onto the Certification page.

- **Form AI – Average Daily Attendance Detail** (these are ADA figures and not dollars):

  - The first column (A) reflects your original Adopted Budget Funded ADA and will be ported into the SACS Web System.
  - The second column (B) will require you to input any updated ADA data used for any budget transfers made to the LCFF calculations since the Adopted Budget and posted in your current operating budget.
  - The third column (C) reflects your current projected P-2 ADA that you expect to report on this year's P-2 Attendance reports. This is not funded ADA. Input what you project to report on this year's P-2 Attendance report. This column should match your ADA input into the Data Entry Tab in the district's LCFF calculator for 2024-25.
  - The fourth column (D) should reflect the ADA the district is using to compute the LCFF projections for the current year. For non-declining districts, this is the same ADA as in Column C. For declining ADA districts, this column (D) is where you will enter your funded ADA, as this is the ADA used in your LCFF projections. This column should match the funded ADA for 2024-25 on the ADA Entry Tab (less COE ADA) of the district's LCFF calculator.
  - **NOTE: Check with your advisor if unsure what ADA to use.**

- **Form O1I – General Fund Summary (Must be system generated using Second period dates 7/1-1/31 and imported into the SACS Web application for processing) -** *DO NOT modify these dates to include budget transfers or journal entries posted after the cut-off date.*
  - Total Restricted/Unrestricted
  - Restricted Amounts
  - Unrestricted Amounts

  Include accruals -- Col. D should include income to be received and expenditures to be paid after June 30th that are applicable to the 2024-25 fiscal year.

- **Other Funds –** The software will automatically extract and bring into the SACS Web system all district funds, including detailed object codes. Submit the Other District Funds to us in the same manner as Fund 01I. Please review these other fund forms carefully to ensure that you still have a positive ending fund balance for all funds, especially after the UA rolls of actual ending balances from 2023-24. **Update your Cafeteria and CFD accounts/funds manually in the financial system with journal entries, so that updated budget and actual balances will roll into the fund forms and show year to date financial activity and budgetary updates.**

- **TRC – Technical Review Checklist (Original Budget, Board Approved Operating Budget, Projected Totals, and Actuals to Date only). Run a download prior to January 31 and run a TRC, as ALL fatal errors must be corrected prior to submission of the Interim Reports to BAS**. All warning errors must have **full explanations** on why any errors are not being corrected at this time. Districts should make

a concerted effort to correct warning errors listed on the Interim Report TRC in a timely manner, as this will save time at the end of the fiscal year when you are trying to close the books. CDE requires that all WARNING errors that can be corrected MUST be corrected. The typical warnings that cannot be corrected are the prior year accrual adjustments. **PLEASE NOTE: Abatements for lost/damaged textbooks, library books, or any other refunds should be recorded as local revenues. If the warning is due to an error corrected after the Interim Report cutoff dates (10/31 and 1/31), please indicate the date and journal entry number correcting the error in your explanation. If a FATAL error, please include a written note on the TRC document including the journal entry number and date corrected. Please try to run this report EARLY, prior to the Interim Report cutoff dates to ensure that all errors are corrected in a timely manner.**

- **Form CASH/Cash Flow Report Worksheet**. Districts may utilize the Cash Flow Report from COMPASSedu EduReports 3.0 (recommended) to generate cash flow worksheets to submit for this requirement. Recommended parameters are as follows:
    - Report Type – Select Excel at the top of the initiator
    - Fund Summary box - checked
    - As of Activity Date - no earlier than 10/31 for First Interim and 1/31 for Second Interim
    - Revised Budget As of Date - the current date
    - Object Group by - SACS Format
    - Summarize – Fund
    - Page Break by Summarize - Yes
    - Fund - 01 and any other funds you are running
    - Projection Type - PY % ACT.

  After selecting parameters, click the "Go" button to generate the report. Once the report is generated, you will have the ability to manipulate your projected months if necessary. The report will contain the correct July 1 cash balance, correct month end balances for all actual months, and the correct beginning balances for Balance Sheet accounts, plus it will calculate projections at the object level for all remaining months, including Accruals and Adjustments. These Excel files can be submitted electronically and will be accepted in place of the Form CASH. At this time, districts will need to input a few simple formulas to ensure accuracy of the reports. A template with the formulas already included is available. Additionally, districts will want to update revenue projections based on the available payment schedules for principal apportionment, EPA, and others.

- **State Criteria and Standards Form 01CSI.** Be sure to read the instructions for each standard and criterion carefully, because some only refer to unrestricted data for revenues/expenditures and deficit spending. Make sure your explanations pertain only to this data. For most sections, the data are extracted from the Supplemental forms and the 2024-25 Approved Adopted Budget Dataset, and the 2023-24 Unaudited Actual data will need to be input. Each section compares the data to historical trends or state variance levels and determines a "Met" or "Not Met" status or a "Yes" or "No" status. For each "Not Met" or "No" status, the district must provide a written explanation of why it is not meeting that particular standard or variance level. Please be complete and succinct in your explanations. The TRC will indicate a warning error if you have not completed each section requiring an explanation of a "Not Met" or "No" status. Keep in mind that this data will be imported to your board certification page, so the district's board may ask you for more detailed explanations. Some areas where data were extracted in the past are now unlocked for manual entry due to changes made necessary by the LCFF.

  The last sections of the C&S require manual input by the district for changes in multiyear debt commitments, post-retirement and self-insured benefit disclosures, and collective bargaining agreement status updates. Completing these sections does not take the place of providing the AB2197 debt disclosures

or the AB1200/2756 collective bargaining disclosures. These public disclosures are in addition to this information in the C&S. **Please complete these manual input sections in full.**

**Completing the Form O1I Summary Revenues, Expenditures, and Changes in Fund Balance**

**Column A** Must match the Final Budget adopted by the Board and submitted to BAS:
**July 1 –Budget Adoption**

**Column B** Must reflect the "latest" Board-approved operating budget and the Unaudited Actuals adjustment to the 2024-25 Adopted Beginning Balance in Object 9791 and any required Audit Adjustments in Object 9793 or restatements in Object 9795. Generally, audit adjustments will not be known until the Second Interim Reporting Period. Budget transfers processed prior to January 31 will be reflected in this column. **Budget transfers posted after January 31, will be reflected in Column D. DO NOT change the cutoff reporting date to pick up transfers made after 1/31. We are required to validate the data presented as of state defined reporting periods.**
***NOTE:* Column B must agree with the revised budget shown on reports generated from the system as of the closing date of the reporting period.**

**Column C** Must match actual revenues received and expenditures paid as of the end of the reporting period, 7/1 – 1/31.
***NOTE:* Column C must agree with the data on reports generated from the system as of the closing date of the reporting period, January 31.**

**Column D** District-projected "Totals" for the fiscal year.
***NOTE:* Column D represents projections of all anticipated revenues and expenditures applicable to 2024-25.** Amounts reflected in Column D represent the effect on the district's operating budget for budget transfers posted **after** the interim report cutoff date of October or January 31

**Column E** Difference between Column B and Column D-will calculate automatically and should reconcile to budget transfers posted after 1/31 through the time of report extraction.

**Column F** Percentage Difference (Column E divided by Column B)-will calculate automatically.

## Required Documentation for Multiyear Financial Projections

- **Form MYPI – Multi-Year Projections.** Covering 2024-25 through 2026-27 and indicating percent and amount of unrestricted reserves available in the ending fund balance for state reserve requirement. Please ensure that the Restricted tab has either a positive or zero ending fund balance and that all restricted reserves, such as Revolving Cash and Stores, are adjusted out of the available unrestricted ending balance prior to determining whether your district has met its state minimum reserve requirements. Also, check the accuracy and availability of Fund 17 balances used to meet the reserve requirement.

  - Please ensure that the ADA reported on Line F.2 (Combined) indicates the P-2 ADA the district projects to report on the attendance reports in each fiscal year, which is NOT funded ADA. This should match the Actual ADA for 2024-25 on the Data Entry Tab of the district's LCFF calculator (exclude COE ADA).

If your district uses another MYP spreadsheet to develop the data for Form MYPI, please submit that file electronically with other required documents. This may help answer questions that may arise during our review process and avoid unnecessary phone calls to your office. Also, please include any spreadsheets used to determine your LCFF calculations in the Form MYPI.

- **Interim Review Questions**. Please answer all questions, even if the question is addressed in the Criteria and Standards. This includes anticipated changes to ADA, enrollment, step/column adjustments, growth/loss in positions, etc. (see Attachment D for details). Please review all ADA projections for each fiscal year carefully to ensure they match the district's LCFF Calculator. The Data Entry Tab will show actual projected ADA, and the ADA Tab will show the funded ADA that should be used throughout the Supplemental Forms.

## Other Funds

- **Forms 011I through 73I** (as applicable, **including Accounts**) must be extracted to reflect cash activity to date and current operating and projected district budgets. The software will automatically pull in and summarize the detail for all district funds. Please review this data carefully, as some fund balances may have been reduced significantly based on your 2023-24 actual ending balances. We require districts to complete all applicable funds and accounts for the Second Interim Report Period to ensure all funds are balanced after the Asset and Liability roll is performed. This includes the Cafeteria (Fund 93) and CFD Accounts (Funds 48, 49, 52, 91, etc.), so data must be updated to reflect current operations and actuals to date for this period. This will require your staff to update these accounts using journal entries to reflect current actuals to date.
- **Form MYPO – Multiyear projections for Other District Funds**. This is an optional form, **UNLESS** we have requested that the district provide it, or the district is reporting Charter School financial information with this report. This form is critical in ensuring that multiyear debt obligations are included in the multiyear financial projections for all district funds tied to the debt obligations. If your First Interim response letter indicated debt obligations were in excess of 25% of General Fund expenses, please provide a Form MYP-O for all funds obligated for debt repayment showing additional reserves are board-designated for future years.

## Miscellaneous Tips

- Enter financial data in whole dollars
- Check ADA reported in the Form MYPI on Line F.2 (Combined) for all years. This ADA is the P-2 ADA reported on the attendance reports for each fiscal year and DOES NOT include County ADA. DO NOT USE PRIOR YEAR ADA in this section.
- Only amounts representing a "negative value" should be bracketed.
- Carry all percentages to one decimal place (unless otherwise indicated on review form).
- Budget transfers creating the projected 2024-25 budget data in Column D of the Form 01I should be processed by the District prior to promoting to 1st Level LEA Review. Budget Transfers posted after the cut-off date will still be picked up in column D.
- Districts should not report any negative ending fund balances on the Restricted tab of the MYP. If a negative ending fund balance is calculated in any subsequent fiscal year, the district will need to increase contributions from the unrestricted general fund. Be sure to change the contributions on both the unrestricted form (as a negative) and the restricted form (as a positive). The total combined contributions should net to zero.
- Complete Attachment E Interim Report Submission Checklist and include copy with required forms, attachments, certifications, and documentation submitted to the County office.
- Ensure forms that are sent to BAS no later than the submission date* and the Board meeting is held prior to 45 days after the end of the period date**. **Districts are encouraged to submit all documents once**

**district staff have completed their work on the reports.** Signed certification pages can be submitted immediately after the board meeting date and districts can notify the county of any changes to previously submitted documents. This will allow county office staff sufficient review time to meet our deadline to notify all districts of our review of the submitted documentation (75 days after the end of period date**).

*Submission dates are: December 6th for First Interim and March 7th for Second Interim
**End of period dates are: October 31st for First Interim and January 31st for Second Interim

Attachment C

# Interim SACS Extract located on COMPASSedu, EduReports 3.0




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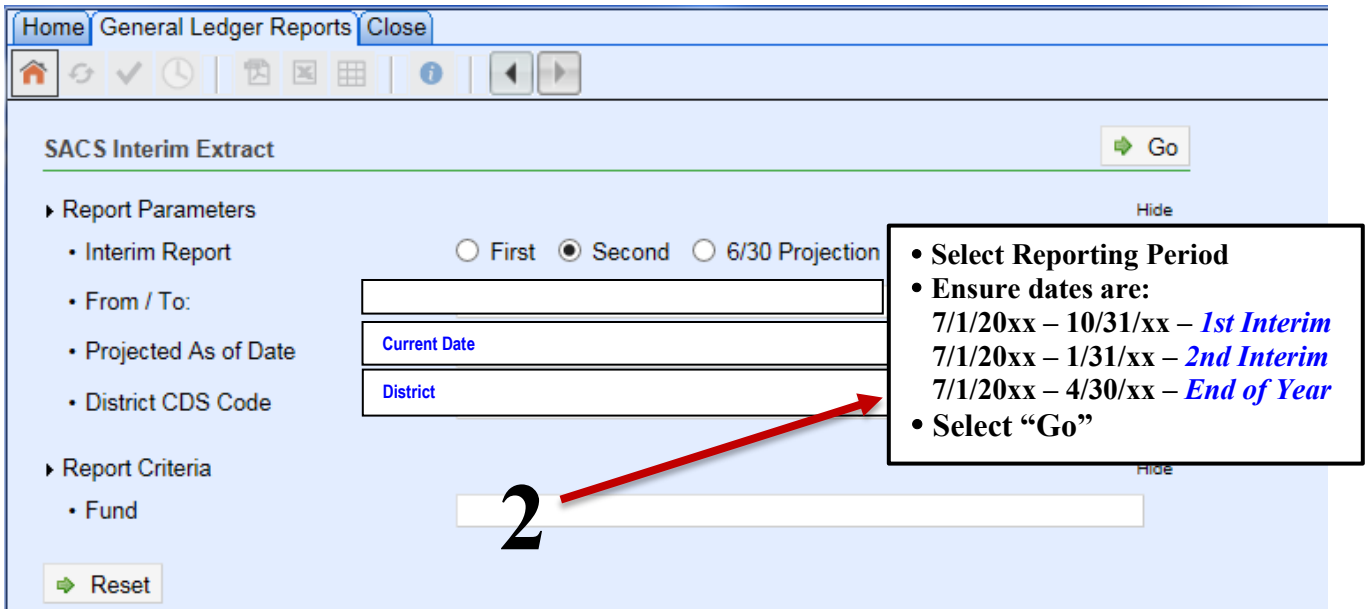
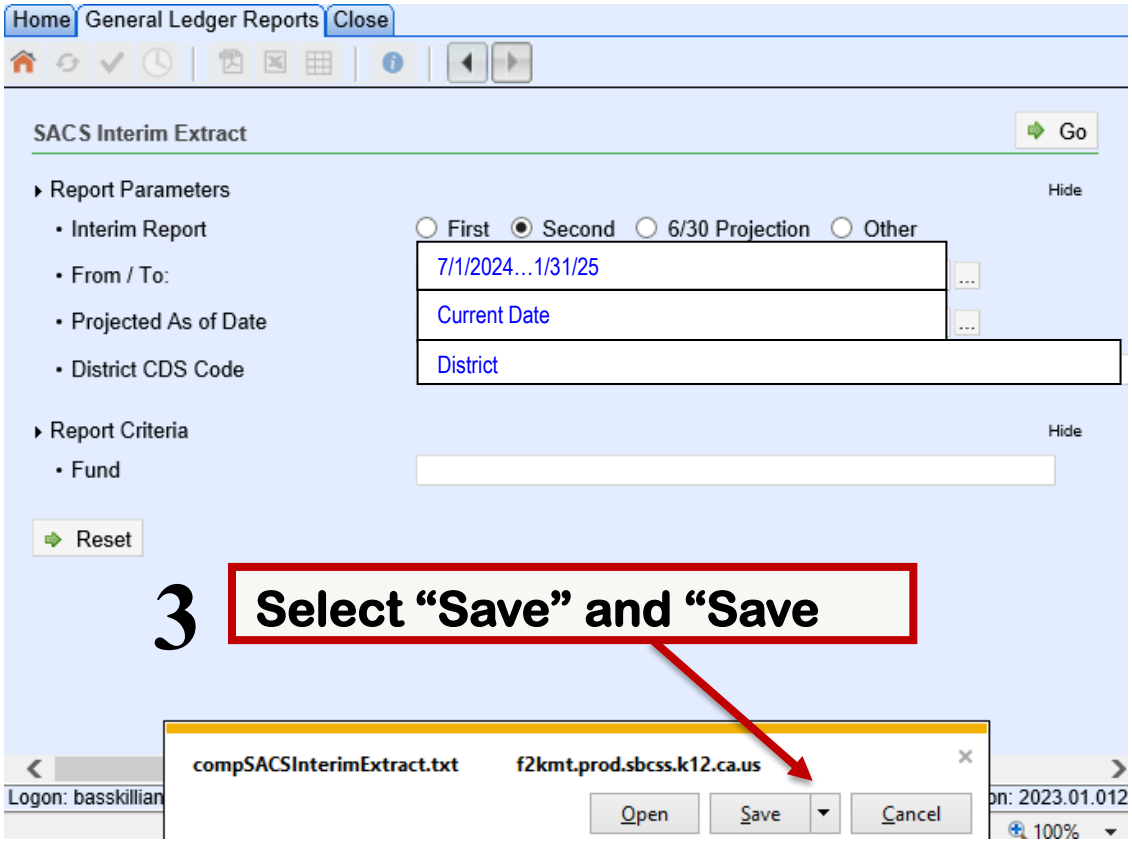



"From/To" is the current reporting period (i.e.: 7/1/20xx..1/31/20xx)




Once your Extract job is done running you will get a pop-up ribbon asking, *"Do you want to open or save"*. Do not Open the File. Select Save As (step 3) to save the file to your Downloads Folder (or wherever you want to save it).

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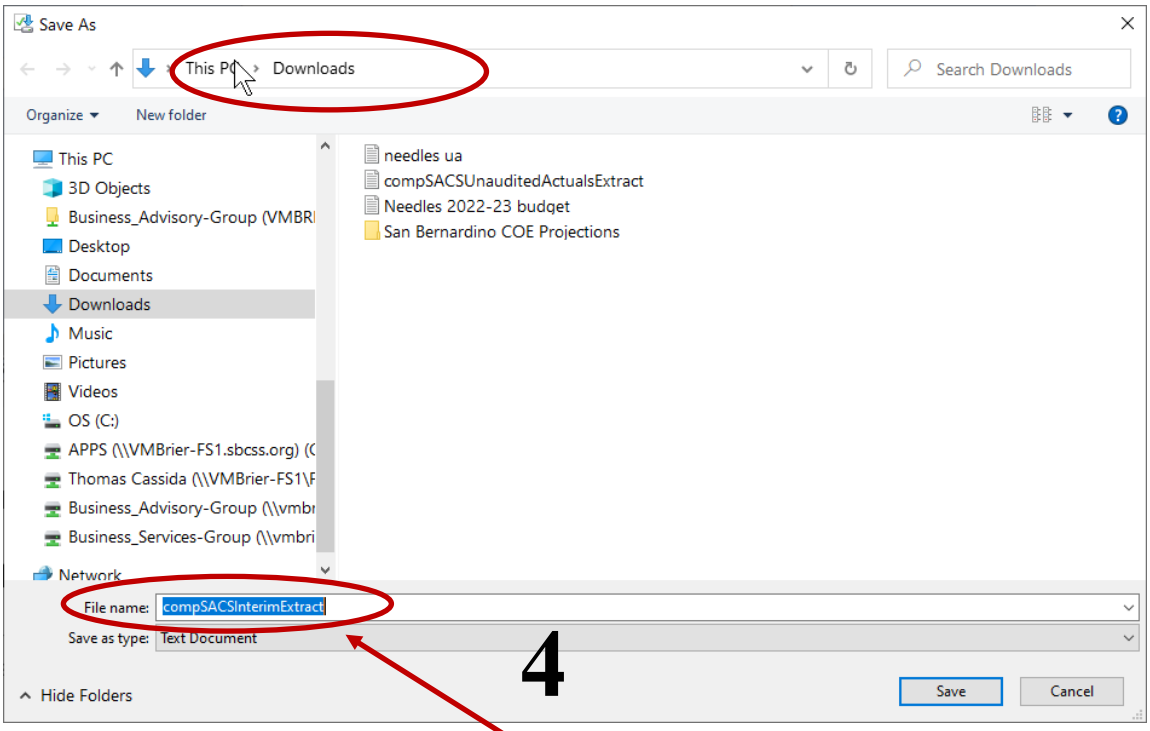


You can change the File Name, but **Do Not** change the Save As Type – must remain as Text Document (step 4).

Once you have saved the Extract file you are ready to Import these data to the SACS software.

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Attachment D

**NARRATIVE REVIEW QUESTIONS – PDF format**

Attachment E

**FIRST INTERIM SUBMISSION CHECKLIST – PDF format**