2024-25 Interim Submission Checklist

Interim Reporting Period: Second Interim
District Name:
Contact Person:
Phone/Ext./Email:
Board Meeting Date: on or before March 17

Electronic Documentation Required (email to bas@sbcss.net)

☐ SACS date promoted to COE Date: _____
☐ Official ☐ Other (explain status) _____
☐ Electronic version of District FCMAT LCFF Calculator
☐ **Form CASH** or cash flow report for 2024-25 (reconciled to Object 9110 for months through January 2025 and projected through June 2025, *including projections for accrual and adjustment columns)* in Excel format
☐ **Cash Flow Report Other Funds –** Funds used for temporary borrowing from Fin2K *(if applicable)*

Other Documentation Required – May be submitted Electronically or Hard Copy

☐ ADA/Enrollment Ratio Calculation Worksheet (*Optional – Form on BAS Website*)
☐ Narrative Review Questions
☐ Detailed MYP spreadsheet *(optional)*
☐ Revenue Projection worksheet (*Form on BAS Website)*
☐ Payments Greater than $1M
☐ Power Point Presentation (i*f Applicable)*
☐ SOLVENCY PLANS Current and Two Subsequent Years *(If Applicable)*

SACS Forms Required **(PDF)** **Ensure files taken to Board match license plate of file promoted to COE**		
☐	CI	Certification of Interim
☐	TCI	Table of Contents
☐	AI	Average Daily Attendance (including both district and county operated ADA)
☐	01I	General Fund Detail (Fund 01) **Print Portrait Only**
☐	ESMOE	Every Student Succeeds Act MOE
☐	ICR	Indirect Cost Rate worksheet
☐	Form MYPI	Multiyear Financial Projections using base year 2024-25 and projections for 2025-26 and 2026-27 (Unrestricted, Restricted, & Combined) *Email Excel workbook if used for assumptions*
☐	MYPO	**If Non-voter debt over 25% or we request, submit for funds requested**
☐	01CSI	Criteria & Standards – 01 General Fund
☐	TRC	Technical Review Checklists with explanations entered as necessary for W errors and F errors corrected: ☐ Operating Budget ☐ Projected Totals ☐ Actuals to date

08I-73I Individual Fund Forms (as applicable based on Table of Contents)					
☐ Fund 08I	☐ Fund 09I	☐ Fund 11I	☐ Fund 12I	☐ Fund 13I/93I	☐ Fund 14I
☐ Fund 15I	☐ Fund 17I	☐ Fund 19I	☐ Fund 20I	☐ Fund 21I	☐ Fund 25I
☐ Fund 30I	☐ Fund 35I	☐ Fund 40I	☐ Fund 49I/48I/94I	☐ Fund 51I	☐ Account 52I
☐ Account 53I	☐ Fund 56I/90I	☐ Fund 61I/92I	☐ Fund 67I	☐ Fund 71I	☐ Fund 73I

Please send all electronic files to bas@sbcss.net and all other applicable items to Mirel Safar in BAS, no later than March 7, 2025 at 4:00 p.m. or within five days of board meeting date, whichever comes first.

This date will be strictly enforced this year.