



April 3, 2025

Bulletin No. 25-033

TO: Chief Business Officials (K-12, Community Colleges)  
San Bernardino County School Districts

SUBJECT: Temporary Transfer of Funds (Constitutional Advance) Procedures

We have received notice from the San Bernardino County Auditor-Controller/Treasurer/Tax Collector's (ACTTC) Office of the deadline and procedures for the submittal of requests for Temporary Transfers of Funds (TTF). TTFs are temporary loans based on an advance of local property tax revenues. A TTF can be requested through the ATC for use in the 2025-26 fiscal year. The request form is on our website at <http://www.sbcss.k12.ca.us/index.php/business-services/business-advisory-services/forms-financial-information>. Procedures for requesting a TTF are as follows:

- a. To ensure TTFs will be posted and available by July 1, we ask that districts submit their requests **to Business Advisory Services (BAS) by April 14, 2025**. TTF requests will be presented to the Board of Supervisors for approval on June 24, 2025.
  - b. Districts must submit:
    - (1) Board resolution approving request for TTF. If board approval will not be obtained by the April 14 due date, submit a draft resolution, and indicate the scheduled board date. Upon approval, forward a copy of the approved resolution with certification to BAS.
    - (2) Cash flows for the fiscal year in which the TTF is requested, showing a deficit accompanied by a certification. Please keep in mind that **the deficit shown must support the amount requested. If the deficit is after December, districts should consult with their advisor, as half of the TTF is repaid in December**. The cash flow form, on our website at the link provided above, provides an opportunity for you to show a mid-month cash deficit, as many districts experience their largest deficit early in the month after certificated payroll processes.
    - (3) A resolution authorizing inter-fund borrowing. This can be a copy of the resolution previously provided to District Financial Services.
2. The funding level will be the lesser of:
- (1) District requested TTF amount
  - (2) 125% of the projected deepest cash deficit (on cash flow). Generally, this is between July and November, prior to the first property tax distributions.
  - (3) 85% of anticipated 2024-25 property taxes. Until this amount is known, districts generally utilize the estimated P-2 property taxes for the prior year, excluding one-time RDA revenue.

- c. Districts may request TTFs any time prior to the first property tax apportionment occurring after November 1<sup>st</sup>.
- d. TTFs will be processed from July 1 up to the date of the first property tax apportionment occurring after November 1. Once requests are received by the ACTTC's office, the recommendation is generally placed on the Board of Supervisors' agenda within three weeks (depending on Board dark days). After approval by the Board of Supervisors, the ACTTC's office will post the TTF in the county's financial accounting system (SAP) recording the loan in the district's accounts. The ATC contact for TTFs is Ping Zhang at (909) 412-7070 or by email at [Ping.Zhang@sbcountyatc.gov](mailto:Ping.Zhang@sbcountyatc.gov).
- e. Repayment of TTFs will be processed by the ATC, 50% on December 29, 2025 and 50% on April 27, 2026.

TTFs are subject to ACTTC review and Board of Supervisors' approval. The ACTTC expects districts to have maximized their inter-fund borrowing before requesting a TTF. If this is not the case, districts should be prepared to address why they aren't using other district funds (excluding bond funds).

TTFs are recorded using the "line-of-credit" method as it does not result in a draw on the County treasury until the district issues payments in excess of its cash in the treasury. **Object code 9640 is used to record TTF activities within the financial system.** The TTF is not recorded as revenue received, but as a "temporary loan". **If your district is anticipating the issuance of a TTF in the 2025-26 fiscal year, please notify your BAS Advisor immediately so that we can notify the ACTTC of the TTF request, and they can include the specified amounts in any County TRAns issuance.**

If you have any questions, please contact your Business Services Advisor.

Sincerely,

Ted Alejandre  
County Superintendent of Schools  
*Thomas G. Cassida, Jr., MBA*  
Director, Business Advisory Services

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Attachment: 25-033a Auditor-Controller-Treasurer-Tax Collector letter

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