

**2025-26 Budget Submission Checklist**

District Name:  
 Contact Person:  
 Phone/Ext./Email:

Date received by BAS:  
 Board Hearing Date:  
 Board Adoption Date:

**Electronic Documentation Required (email to [bas@sbcss.net](mailto:bas@sbcss.net))**

- SACS date promoted to SBCSS Date: \_\_\_\_\_
- Electronic version of District FCMAT LCFF Calculator (Updated May Revise)
- Detailed MYP spreadsheet
- Budget Year Cash Flow – Fin2K Report or Form CASH in SACS
- Subsequent Year Cash Flow – Excel Version or Form CASH (Optional)

**Other Documentation Required – May be submitted Electronically or Hard Copy**

- ADA/Enrollment Ratio Calculation Worksheet (Optional – Form on BAS Website)
- Budget Narrative Review Questions
- Balances in Excess of Minimum Reserve Report
- Board Resolution Committing Funds
- Budget Year Board Documents (Optional)
- Revenue Projection worksheet (Form on BAS Website)
- Payments Greater than \$1M
- Power Point Presentation (If Applicable)
- SOLVENCY PLANS Budget and Two Subsequent Years (If Applicable)

**SACS Forms Required (Hard Copies Required – Single Sided)**

<u>2024-25</u> <u>Estimated</u> <u>Actuals</u>	<u>2025-26</u> <u>Adopted</u> <u>Budget</u>	<b>Ensure Hard Copy matches Board Approved Budget &amp; SACS System</b>	
	<input type="checkbox"/>	CB	Certification of Budget Adoption
	<input type="checkbox"/>	CC	Workers Compensation Certification
<input type="checkbox"/>	<input type="checkbox"/>	TC	Table of Contents
	<input type="checkbox"/>	SIAB	Summary of Interfund Activities – Budget
<input type="checkbox"/>	<input type="checkbox"/>	A	Average Daily Attendance
<input type="checkbox"/>	<input type="checkbox"/>	01	General Fund Detail (Fund 01) <b>Print Portrait Only</b>
	<input type="checkbox"/>	CEB	Current Expense Budget ( <i>may also want to run CEA for own use</i> )
	<input type="checkbox"/>	MYP	Multi-Year Projections (Unrestricted, Restricted & Combined)
	<input type="checkbox"/>	CS	Criteria & Standards – 01 General Fund
	<input type="checkbox"/>	TRC	Budget Technical Review Checklists ( <i>run Estimated Actuals TRC for own use</i> )

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

**REQUIRED ADDITIONAL CHECKS TO BE DONE BY THE DISTRICT PRIOR TO SUBMISSION OF FORMS TO BAS. INDICATE DATE THESE REPORTS WERE CHECKED BY THE DISTRICT**

Financial Reports to be validated by district prior to submission - **DO NOT SEND COPIES** of the following:

<u>2024-25</u>	<u>2025-26</u>		
	<input type="checkbox"/>	Beginning Balances Report	BBs for 2025-26 (run in BDV2000 after lock)
	<input type="checkbox"/>	Budget Financial Monthly Report	Budget Validation FY 2025-26 (run after lock)
<input type="checkbox"/>		Estimated Actuals TRC	Review TRC and make corrections as necessary

Forms to be run/checked for Unaudited Actuals Processing - **DO NOT SUBMIT** - ASSET, CEA, DEBT, L

**Please send all electronic files to [bas@sbcss.net](mailto:bas@sbcss.net) and all other applicable items to Mirel Safar in BAS, no later than July 1, 2025, at 4:00 p.m. or within five days of board adoption date, whichever comes first.**