San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

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TO: Chief Business Officials & Directors of Fiscal Services
San Bernardino County School Districts (K-12) & Charters

SUBJECT: Charter School 2025-26 Adopted Budgets

Regulations and reporting formats pursuant to Education Code Sections 42100 and 47604.33 require charter schools to provide budget, interims, annual financial statements, and audit reports to their authorizing district and the County Superintendent of Schools. The **charter school's 2025-26 Adopted Budget Report must be submitted to the authorizing school district and the County Superintendent of Schools on or before July 1, 2025.** The district must review the charter's Adopted Budget and submit a copy of the budget, their fiscal oversight review, and any feedback correspondence sent to the charter to Business Advisory Services (BAS) on or before **August 15, 2025**. Charters are encouraged to coordinate with their sponsoring district to ensure accurate and timely report submission.

Standardized report templates are available on the San Bernardino County Superintendent of Schools website: https://www.sbcss.k12.ca.us/index.php/en/business-services/business-advisory-services/charter-schools-office/charter-schools-financial. The Excel workbook contains worksheets for the 2025-26 Budget, First Interim, and Second Interim Financial Reports.

At a minimum, charters must submit the following Budget Reports to their authorizing District, on or before July 1, 2025. Districts may require additional reports and/or supporting documentation:

Electronic copies - Required

- Charter 2025-26 Budget and Interim Reporting workbook (all Budget tabs completed)
  - Budget - Check List
  - Budget - Certification
  - Budget - ADA
  - Budget - Assumptions
  - Budget - Unrestricted MYP
  - Budget - Restricted MYP
  - Budget - Summary MYP
  - Budget - Debt (sheet has a field to report if No Debt)
  - Budget - Cash Flow Year 1
  - Budget - Cash Flow Year 2 (if required by the authorizer)
- LCFF calculator (using the most recent FCMAT release)
- LCAP

Hard copies or Scanned

- Budget Certification ***Signed***

The worksheets have been designed to populate other worksheets of the workbook wherever possible. Some of the features are:

- Completing Charter Name and Number on Certification page will populate all other schedules.
- Budget worksheet information will populate Adopted Budget columns of Interim worksheets.
- Data Entry cells are highlighted in a blue/green color (depending on your monitor).
- Cells with formulas are locked.

As a review, some noteworthy details in the reporting worksheet include:

Assumptions

- Unduplicated pupil % is the rolling % from your LCFF Calculator and is a required entry.
- Input fields include Certificated Management FTE, Other Certificated FTE, Classified Non-Management FTE, and Classified Management FTE. At the request of some users, we also include Other Pay, Stipends, Extra pay, and a box to explain how you arrived at or what you included in your assumptions.
- There are input fields to enter Average Salary (not including benefits) for various types of FTE.
- Assumptions are used in the review worksheet to calculate expected budgets. So be thoughtful and complete in completing the assumptions worksheet.

Restricted MYP

- If there is a Restricted Ending Fund Balance, there is a section to list the specific program(s) that have an ending fund balance and the amount(s).
- At the bottom of the worksheet, there is a section requesting details about the Charter's special education program.

Summary MYP

- At the bottom of the worksheet, you will find a section on Fund Balance Reserve Standards. If you are not meeting standards for Fund Balance Reserves, you are asked to identify the Charter's fiscal recovery plan.
- You will also find a section on Deficit Spending Standards. If the charter is deficit spending, you will be expected to explain what caused the deficit spending and if it is one-time or on-going.

Data

- The Data worksheet is 100% formula driven and used by Authorizers to load data into the Review worksheet. Do not tamper with this sheet. If you have issues or concerns, see contact instructions at the bottom of this bulletin.

Cash Flow

- The cash flow worksheets have been revised this fiscal year to better handle Balance Sheet accounts for Charters. Formulas were added at the bottom to ensure:
  - Beginning cash + Beg other Balance Sheet Accounts = Beg Fund Balance
  - Ending cash + Ending other Balance Sheet Accounts + Accruals = End Fund Balance

  If the above formulas don't reconcile, it can impact the accuracy of your projected cash balances.

  Notes for how to enter current year activity for Balance Sheet Accounts can be found in cells E44-E51.

Be careful to complete all applicable worksheets/fields. The Charter Financial Reporting Template feeds the Authorizer Review Template and **incomplete reports are an indicator of financial risk**.

As you complete these worksheets, please be conscious of the unrestricted or restricted regulations associated with the revenue the charter has received. Refer to the California School Accounting Manual (CSAM) for in depth explanations of various codes and accounting treatments.

Districts must review charter budgets for reasonableness and solvency. Charters must provide evidence of their ability to maintain sufficient fund and cash balances for the current and two subsequent fiscal years. If the charter is unable to meet their reserve requirements in the budget year or two subsequent fiscal years as established in their Memorandum of Understanding with their authorizing district, it should work with their authorizing district to determine the specific requirements to show solvency.

The district review worksheet can be found at https://www.sbcss.k12.ca.us/index.php/en/business-services/business-advisory-services/charter-schools-office/charter-schools-financial. Upon review of the charter's report, districts are encouraged to send a letter to the charter summarizing their findings and documenting any requests for additional information or action.

This past year, a few charters reported using the SACS software. SACS reports alone provide limited information for authorizers to carry out their required oversight responsibilities. **If charters use SACS for reporting, authorizers are highly encouraged to require completion of San Bernardino County's Charter Reporting Template as well. Failure to provide adequate charter oversight is an indicator of financial risk to the district.**

Authorizing Districts must forward the following, to BAS, on or before August 15, 2025:

Electronic files **- e-mail to: BAS@sbcss.net**

- Charter 2025-26 Budget and Interim Reporting worksheet (all Budget tabs completed)
- Charter LCFF Calculator
- 2025–26 District Review – Charter Budget and Interim Reporting worksheet
- 2025-26 Charter's Budget - Certification ***Signed by Charter and Authorizing District***
- District response letter to Charter itemizing items found in Detailed Review

Questions regarding the charter school's Adopted Budget should be directed to the authorizing district's liaison. Questions regarding the standardized reports may be directed to Jennifer Wheeless at (909) 386-9675 or jennifer.wheeless@sbcss.net.

Sincerely,

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

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