

June 3, 2025

Bulletin No. 25-043

To: Chief Business Officials and Directors of Fiscal Services (K-12, ROPs)
San Bernardino County School Districts

Subject: **2024-25 Year-End Closing/Unaudited Actuals and SACS Forms Workshop**

Business Advisory Services will be conducting the annual workshop to review the year-end procedures for the accruals, unaudited actuals, and the SACS Forms reporting. This workshop will provide district fiscal directors and technical staff a summary review of the year-end accounting procedures relating to closing the financial records of the district. The SACS Forms section will provide in-depth instructions for completing all supplemental SACS Forms including, but not limited to Forms A, ASSET, CEA, CAT, DEBT, GANN, ICR, PCRAF and SEMA.

The 2024-25 Year-End Closing and Unaudited Actuals Workshop will be held in person on Tuesday, July 8, 2025 at the Brier facility, as well as virtually, offered as space is limited in-person. The workshop will begin at 9:00 a.m. and is scheduled to end at 4:00 p.m. We will break for a one-hour lunch before resuming to present the second half of the workshop.

Please register at the link provided below on or before Monday, July 7, 2025. Once registered you will receive a confirmation email and later, an e-mail when the presentation material is posted to our website and the link for the virtual workshop. For any questions regarding registration, please contact Mirel Safar at (909) 386-9676. For questions regarding the material covered in the workshop contact Bri Blanchard at (909) 386-9678.

<p>Tuesday July 8, 2025 9:00 a.m. – 4:00 p.m.</p>	<p>Year-End Closing, Unaudited Actuals and SACS Forms</p>	<p>SBCSS – In-Person & Webinar Presentation In Person Link https://sbcss.k12oms.org/69-249539 Virtual Link https://sbcss.k12oms.org/69-251870 Registration Deadline: July 7, 2025</p>
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Sincerely,

Ted Alejandre
County Superintendent of Schools

Thomas G. Cassida, Jr.
Thomas G. Cassida, Jr., MBA
Director, Business Advisory Services

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