# Unaudited Actuals Submission Checklist

District Name: _____ Contact Person: _____ Email: _____

Phone: _____ Board Meeting Date: _____ SACS File promoted to BAS: _____

| Forms | Description | | ✓ Submitted |
|---|---|---|---|
| CA | Board Certification and Data Summary | | ☐ |
| | Date Signed Cert will be sent: | Date _____ | |
| TC | Table of Contents | | ☐ |

**Fund Forms (Print Fund 01 Portrait Only)**

| | | | | | | |
|---|---|---|---|---|---|---|
| Fund 01 ☐ | Fund 08 ☐ | Fund 09 ☐ | Fund 10 ☐ | Fund 11 ☐ | Fund 12 ☐ | Fund 13 ☐ |
| Fund 14 ☐ | Fund 15 ☐ | Fund 17 ☐ | Fund 19 ☐ | Fund 20 ☐ | Fund 21 ☐ | Fund 25 ☐ |
| Fund 30 ☐ | Fund 35 ☐ | Fund 40 ☐ | Fund 49 ☐ | Fund 51 ☐ | Fund 52 ☐ | Fund 53 ☐ |
| Fund 56 ☐ | Fund 61 ☐ | Fund 67 ☐ | Fund 71 ☐ | Fund 73 ☐ | | |

**Supplemental Forms**

| | | | | | |
|---|---|---|---|---|---|
| A ☐ | ASSET ☐ | CAT ☐ | CEA ☐ | DEBT ☐ | GANN ☐ |
| ICR ☐ | L ☐ | *ESMOE ☐ | PCRAF ☐ | PCR ☐ | **SEA ☐ |
| SEAS ☐ | SIAA ☐ | ***TRC ☐ | SEMA ☐ | SEMB ☐ | |

*Check ESMOE for compliance
**Form SEA is for Fontana, Morongo, Ontario-Montclair, and San Bernardino City only
***Run TRC "Exceptions Only" for UA with exceptions explained and no Fatal errors

**Other Reports/Documentation**

| Reports | Description | |
|---|---|---|
| CNVRT | GASB34 Government-wide Conversion Worksheet | ☐ Optional |
| GSA | GASB34 Government-wide Statement of Activities & Recon | ☐ Optional |
| **Date sent** | **Additional Documentation** | |
| _____ | **U/A SACS Forms, PDF format e-mail to BAS@sbcss.net** | ☐ |
| _____ | **Asset/Liability Report "Roll to Fiscal Year" 2026, Error-Free First Page** | ☐ |
| _____ | **Closing Entries Report and Update, "Closing Fiscal Year" 2025, Full Report with Error-Free First Page and Journal Entries** | ☐ |

**Please send all applicable items to Raedaun Villarreal, BAS, no later than Monday, September 15, 2025**