



# San Bernardino County Superintendent of Schools

Ted Alejandre  
County Superintendent

*Transforming lives through education*

September 23, 2025

Bulletin No. 26-012

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

SUBJECT: **2025-26 Interim Report Workshop**

Business Advisory Services will conduct an Interim Report Workshop for **Accounting and Fiscal Directors and their technical staff**. This workshop will provide an overview on the processes to complete the various Interim Report documents using the SACS Web-based state software and the county's financial system. The workshop materials will provide an overview of the forms used to complete the Interim Report process, including SACS Supplemental Forms, Cash Flow, and Criteria and Standards. We will provide detailed instructions on any new forms, and problem areas we have seen in the past. Time will also be dedicated to enrollment, average daily attendance (ADA) and the data used in the Local Control Funding Formula (LCFF) calculator.

Directors and staff who are involved in the Interim Report process are encouraged to attend the workshop. If you have individual concerns or needs regarding Interim Reporting, Business Advisory Services staff will be available to review your MYP and cash flow documents prior to submission of the District's Interim Financial Reports.

The upcoming 2025-26 First Interim Workshop will be held both in-person and virtually on Thursday, October 16, 2025. The workshop will begin at 9:00 a.m. and is scheduled to end at approximately 4:00 p.m. We will break midday for a 45-minute lunch break. Breakfast and lunch will be provided for in-person attendees.

**Thursday, October 16, 2025, 9:00 a.m. to 4:00 p.m.**  
**Registration Deadline: October 15, 2025**

**In Person (Brier – Arrowhead Room)**  
<https://sbcss.k12oms.org/69-263684>

**Webinar Presentation**  
<https://sbcss.k12oms.org/69-263710>

Please register on-line (registration links are provided above) on or before Wednesday, October 15, 2025. You will receive registration confirmation. At a later date, an e-mail with information on how to access the workshop materials will be sent. Those participating virtually will be sent a link for the webinar. If you have questions regarding registration, please call Mirel Safar at (909) 386-9676. For questions regarding the material covered in the workshop, please call Susan Killian at (909) 386-9680.

Sincerely,

Ted Alejandre  
County Superintendent of Schools

*Signed by*  
**Thomas G. Cassida, Jr.**  
Director  
Business Advisory Services

TGC:SK:ms

J:\bulletin\2025-26\25-012Interim Financial Report Workshop