



# San Bernardino County

## Auditor–Controller/Treasurer/Tax Collector

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March 18, 2026

Thomas Cassida, Director  
San Bernardino County Superintendent of Schools  
Business Advisory Services  
760 E. Brier Drive  
San Bernardino, CA 92408

RE: Temporary Transfer of Funds Timeline and Requirements for Fiscal Year 2026-27

The Auditor-Controller/Treasurer/Tax Collector's Office (ATC) has established the following timeline and submittal requirements to process Temporary Transfer of Funds (TTF) requests for fiscal year 2026-27. If you choose to participate in the TTF process, please review and ensure all necessary documents are submitted accordingly.

### Timeline and Submittal Requirements

- **04/13/2026 – Deadline to Submit TTF request & Cash Flow**  
Cash flow projections covering July 1 through June 30 of the fiscal year for which the TTF is requested must be submitted. The cash flow must reflect a cash deficit and include a certification.
- **05/05/2026 – Deadline to Submit Stamped Board Agenda Item (BAI)**  
The approved BAI must include:
  1. A District Board resolution approving the request for a TTF.
  2. A Board resolution identifying and authorizing the District to borrow cash from its other funds held in the County treasury.
- 06/09/2026 – TTF Requests Presented to the Board of Supervisors for approval.
- 07/01/2026 – Approved TTFs are processed and posted to SAP.

### Legal Authority

In accordance with California Education Code §42620, the County shall make a TTF from any funds that are not immediately needed for the County's own use to a requesting school district that does not have sufficient money to its credit to meet current operating expenses of maintenance.

### Transfer Period

TTFs will be processed from July 1 up to the date of the first property tax apportionment occurring after November 1.

**Recommended TTF amount will be the lowest of the following three amounts:**

1. District's requested TTF amount.
2. 125% of the deepest cash deficit.
3. 85% of the District's anticipated property tax revenue

**Transfer Method**

The enabling statutes mandate that the County transfer monies to the districts interest-free if certain conditions are met. The statutes also require the County recover those transfers immediately from the first monies received by the borrowing district before any other obligation of the district is paid from those receipts. ATC will continue to use the "line of credit" method, as it does not result in a draw on the County treasury until the district issues payments in excess of its cash in the treasury.

**Repayment**

Repayment shall be taken from the first monies accruing to the District before any other obligation of the District is paid. ATC will execute two scheduled repayments of the TTF beginning with the first full property tax apportionment following November 1 of every year:

- **12/29/2026 – First scheduled repayment date.**
- **04/26/2027 – Second scheduled repayment date.**

If you have any questions, please contact Ping Zhang at (909) 382-7070 or by email at [Ping.Zhang@sbccountyatc.gov](mailto:Ping.Zhang@sbccountyatc.gov).

Sincerely,

Ensen Mason CPA, CFA  
Auditor-Controller/Treasurer/Tax Collector  
San Bernardino County

By:   
Mima Ugbo  
Chief Deputy Controller

EM:VJD:MU:CH:PZ:adp