



Excellence and Equity in Education

Marco A. Chávez • County Superintendent of Schools

DATE: May 7, 2026

TO: District Chief Business Officials
Charter School Business Officials

FROM: Dhanya Unni
Executive Director, District Business Services

SUBJECT: 2026-27 LCAP and Adopted Budget Submission Requirements

In accordance with Education Code Section 42127, each school district is required to submit its Adopted Budget for the 2026-27 fiscal year to the San Mateo County Office of Education (SMCOE) – District Business Services (DBS). Effective this year, SMCOE is transitioning to an **electronic submission process**; physical paper copies are not required for K-12 district submissions, except for the certification pages noted below.

K-12 DISTRICTS:

The 2026-27 Adopted Budget packet is due to SMCOE - DBS within five (5) days after budget adoption but no later than **Wednesday, July 1, 2026**. Please promote your dataset within the Standardized Account Code Structure (SACS) Web financial reporting system to COE Oversight and ensure the files taken to the Board match the license plate of the file promoted in SACS.

The following items must be submitted to be considered a COMPLETE packet:

I. SACS FORMS:

1. Form CB – BUDGET CERTIFICATION – *With **original** signatures and the Criteria and Standards Review Summary (**Hardcopy**)*
2. Form CC – WORKERS’ COMPENSATION CERTIFICATION – *With **original** signatures (**Hardcopy**)*
3. Form TC – TABLE OF CONTENTS
4. Form 01 – GENERAL FUND – *2025-26 Estimated Actuals & 2026-27 Adopted Budget (Unrestricted/ Restricted)*
5. Forms 08-95 – OTHER FUNDS – *Required, if applicable*
6. Form A – AVERAGE DAILY ATTENDANCE
7. Forms SIAB – SUMMARY OF INTERFUND ACTIVITIES – *Budget*

8. Form CASH – CASHFLOW WORKSHEET – *2-year cash flow projections required.* “TOTAL” column on Form CASH must match with “BUDGET” column. Cash flow can be submitted as an Excel spreadsheet, but it needs to be in SACS Form CASH format.
9. Form MYP – MULTIYEAR PROJECTIONS-GENERAL FUND
10. Form 01CS – CRITERIA AND STANDARDS REVIEW – *Must accompany the Adopted Budget Report when submitted to the Governing Board for certification.*
11. Form TRC – TECHNICAL REVIEW CHECKS – for budget and actual data types, with all fatal exceptions cleared and warning exceptions explained.
12. SACS2026 DATA – Data set should be promoted to “LEA 1st Level Review” for COE to review. *For instructions on how to promote, please see [Attachment A](#).*

II. SMCOE FORMS/REPORTS:

13. BUDGET ASSUMPTION FORM – *recommended format shown in [Attachment B](#).*

Please provide details of the budget assumptions for the budget year and subsequent two fiscal years. Additional explanations must be provided if there are material changes in revenues and expenditures between fiscal years.

14. EXCESS RESERVES PUBLIC HEARING AND DISCLOSURE (SB 858)

Education Code Section 42127.01(e) requires a statement of the reasons that substantiate the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties. A sample format is provided in [Attachment C](#).

Please provide the County Office with a copy of the Excess Reserves document that was presented to the District Governing Board. This document must be presented at the public hearing.

15. NEGOTIATION SETTLEMENTS – *Please submit all Public Disclosures of Collective Bargaining Agreements and copy of tentative agreements if negotiations are completed for the 2026-27 fiscal year and if they have **not yet** been submitted to SMCOE.*

Disclosure of Collective Bargaining Agreement form and instructions on completing it can be accessed at SMCOE website under “Business Services – District Business Services – Accounting and Finance - Financial Forms”.

<https://www.smcoe.org/business-services/district-business-services/accounting-and-finance/financial-forms>

16. STRS ON-BEHALF PAYMENT (GASB 68)

The California Department of Education (CDE) recommends that LEAs recognize and budget their proportionate share to the State’s on-behalf pension contributions to CalSTRS. Resource 7690, STRS On-Behalf Pension Contributions, has been established to account for the receipt and expenditure of the financial assistance represented by the State’s STRS contribution. Within Resource 7690, revenues should equal expenditures.

The STRS On-Behalf Calculations are posted to the CalSTRS Retirement Reporting page on the SMCOE website under “Retirement Reporting”.

<https://www.smcoe.org/business-services/district-business-services/human-resources-payroll-and-retirement/retirement-reporting>

17. DISTRICT STUDY, AUDIT, EVALUATION & OTHER REPORTS

Please submit any narratives, executive summary or other documents presented to the District/Charter Governing Board during budget adoption.

Assembly Bill 2756 also requires districts to submit to the County Superintendent any study, report, evaluation or audit that was commissioned by the district, the Superintendent of Public Instruction or other State agencies such as the Fiscal Crisis and Management Assistance Team (FCMAT) that shows evidence of fiscal distress. The County Superintendent is required to consider the findings of such reports in the analysis of the district's financial status.

18. ADDITIONAL DOCUMENTS

SMCOE requires districts to submit the following additional documents with Adopted Budget:

- List cash with fiscal agent balance as of June 30th, 2026. (***Attachment D***).
- Board presentation for Adopted Budget.
- Resolution for Committed Fund Balance (***Attachment E***).

Senate Bill (SB) 75 (chapter 674, statutes of 2017), set the threshold for the reserve cap to be triggered for the 2022-23 Adopted Budget cycle as state reserve reaches 3% of the K-12 portion of Proposition 98 minimum guarantee. This statutory limitation on school district reserves continues to be in effect for the 2026-27 budget period, pursuant to Education Code (EC) Section 42127.01(e).

LEAs reserve is capped at 10% of assigned /unassigned ending balance in General and Special Reserve Funds. Community funded and small school districts with fewer than 2,501 ADA are exempt from this requirement.

III. **LOCAL CONTROL FUNDING FORMULA (LCFF)**

19. LCFF CALCULATOR for 2026-27 through 2027-28 fiscal years *electronic copies.*

SMCOE strongly recommends districts use the latest version of the LCFF calculator posted on the FCMAT website.

This LCFF calculator must contain the same LCFF base grant, Supplemental and Concentration (S&C) grant and minimum proportionality percentage (MPP) shown in the LCFF Budget Overview for Parents, Action Tables & Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students section of the District's final Local Control and Accountability Plans (LCAP)

*LCFF regulations require LEAs to estimate Supplemental and Concentration (S&C) grant amounts and minimum proportionality percentage (MPP) for the fiscal year for which the LCAP is adopted. **CDE requires LEAs to use the LCFF factors provided in the Governor's May Revised State Budget.***

20. LOCAL CONTROL ACCOUNTABILITY PLANS (LCAP) – *Please email an electronic*

copy of your Board-approved LCAP to **Systems for District Improvement (SDI)**, at SDI@smcoe.org.

IV. CHARTER SCHOOLS:

- 1) **ADOPTED BUDGET** - Charter schools are required to submit their Adopted Budget reports including multi-year projections. The charter school Budget Certification must be submitted with original signatures to the sponsoring LEA and to the County Superintendent of Schools on or before **Wednesday, July 1, 2026**. Charter schools that prepare financial reports using the **Charter School Alternative Form** (attached as **Attachment F**) may continue to do so for the 2026-27 budget reporting purposes. The SMCOE recommends charter schools submit the following documents at budget adoption:

- Signed Certification Page
- Cash flow projections for 2 years
- Multi-year projections – current and subsequent 2 years recommended
- LCFF calculator used to project LCFF entitlements

Sponsoring districts are encouraged to review carefully the Adopted Budget report submitted by the charter school prior to signing the Alternative Form certification page. Please provide SMCOE with a copy of the District's fiscal oversight/due diligence review letter for the sponsored charter school(s).

- 2) **LOCAL CONTROL ACCOUNTABILITY PLANS (LCAP)** - Charter schools are also required to comply with the LCAP requirements. While the authorizing district is not required by law to approve the charter school's LCAP, as part of the district's oversight responsibilities, it is necessary to review the LCAP to ensure that it aligns with the charter school's budget. The district must review the charter school's LCAP and email an electronic copy to **Systems for District Improvement (SDI)**, at SDI@smcoe.org.

If you have any questions, please contact the DBS staff assigned to your district, as follows:

	Phone#	Email	District #
Allen Co	802-5618	aco@smcoe.org	Oxford Day Academy
Lalaine Cruz	802-5570	lcruz@smcoe.org	01, 04, 07, 08, 11, 40
Loida Reyes	802-5567	lreyes@smcoe.org	03, 12, 13, 17, 33
Teri Mai	802-5566	tmai@smcoe.org	19, 21, 31, 34, 41, 42
Francesca D'Amato	802-5565	fdamato@smcoe.org	02, 06, 09, 16, 18, 20

We appreciate your cooperation and assistance regarding this matter.