2025-26
End of Year Manual

MERCED COUNTY
Office of Education
NURTURE • SERVE • LEAD

July 09, 2026

TO MERCED COUNTY SCHOOL DISTRICTS

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To Merced County School Districts

INTRODUCTION

The end of year manual was prepared to assist the Local Education Agencies (LEAs) with the year-end closing process and key items. Whenever appropriate, sample items, screenshots or website links are presented to provide various accounting concepts and further information. This manual should not be used as a comprehensive all-inclusive guide for your organization.

If you have any questions regarding the materials presented herein, please feel free to contact the following individuals:

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Checklist for Year-End Closing

- ☐ ► Email districts and/or schools the following reminders:
  - ☐ • Request and process all reimbursements, i.e., purchases, travel, and conferences, mileage, etc.
  - ☐ • Date stamp packing slips when items are received
  - ☐ • Confirm with districts if processing current liability payroll
  - ☐ • Confirm use tax liability reconciliation & transfer was completed and paid
  - ☐ • Obtain the following:
    - ☐ o Cash-on-hand awaiting deposit (cash/checks received on or before June 30th but not deposited to County Treasurer)
    - ☐ o Stores inventory as of June 30th
    - ☐ o Vacation balances as of June 30th (number of hours for each employee as of June 30th)
  - ☐ • Provide districts with lock-out date (usually end of July)
- ☐ ► Liability account reconciliations (Example: Insurance - RS 0100, object 9554)
- ☐ ► Clear out holding accounts (Resource 0100, object 9XXX)
- ☐ ► Clear any remaining prior year A/R, C/L, Due To and Due From, and Deferred Revenue
  - ☐ • Determine if need to re-establish; provide necessary back-up
- ☐ ► Account reconciliations - Review, clear and back-up any additional Liability/Asset accounts with balances (i.e. stale dated warrants/payroll related issues)
- ☐ ► Review Account Coding
  - ☐ • Run detailed GL for object 6XXX and function 8500 separately

    ??-????-?-6???.??-????-????-???-???-???

    ??-????-?-????.??-????-8500-???-???-???
    - ☐ o Determine if item(s) should be capitalized - Is it truly a capital asset?
  - ☐ • Review revenue accounts for all funds; run detailed GL report (Object 8???)
    - ☐ o Review Cafeteria Fund (FD 13) revenues: *Run detailed GL: 13-????-?-8???...*

CHECKLIST FOR YEAR-END CLOSING

- ☐ Review debt service payments (Objects 7438 and 7439)

  Are they following payment schedule?

- ☐ For Federal programs, transfer overages to another complementary program

  No unrestricted contributions (Object 8980) to Federal resources

☐ ► Review Program Revenues & Expenditures

Examples:

- ☐ Title I, Part A meets 15% carryover limit (if current year award is $50,000 or greater)
  - ☐ Or applied for wavier
- ☐ Federal Special Ed (RS 3310) current year award amount 100% expensed
  - ☐ No unrestricted contributions (object 8980) to Federal Special Ed (RS 3310)
- ☐ All other resources meet required expenditure amount, carryover limitations
- ☐ Transportation - Meeting maintenance of effort (MOE)? Verify that the district expended at least the amount of state revenue received for that purpose
- ☐ Meet all other MOEs
  - ☐ Special Ed MOE - SEMA and SEMB
  - ☐ Every Student Succeeds Act MOE (ESSA)
  - ☐ Special Ed Excess Cost: Complete preliminary calculation using MCOE, Special Ed's worksheet

☐ ► Lock out district and/or A/P clerks/technicians from entering any more A/R's, A/P's and C/L's

- ☐ Email **finance@mcoe.org** to lock out district

☐ ► Prepare Reclassification Entries

- ☐ Balance State Special Ed (RS 6500) & Federal Special Ed – PL 94-142 (RS 3310)
- ☐ Transfers of Direct Costs (object 57XX) must balance to zero ($0)
  - ☐ Charge transportation expenses for field trips, athletic miles, and other miles (RS 0823)
- ☐ Correct statutory benefits OBJECT code for cell phone and/or mileage stipends paid to classified employees using object 5900, 5230, or any other non 2XXX stipend (Check RS 0823-Transportation)
- ☐ All other resources balance, i.e., no negative fund balances & deferred revenue programs balance to zero ($0)

CHECKLIST FOR YEAR-END CLOSING

- ☐ ► Indirect Cost Application - Charge I/C at LEA rate or maximum per program

  Example: Title III max is 2% including admin costs (cannot charge I/C if part of consortium, only lead LEA can charge I/C)

- ☐ ► Encroachment Transfers
  - ☐ • Special Education (RS 6500)
  - ☐ • Overspent State programs
- ☐ ► Program Contribution Transfers
  - ☐ • REAP-Flex Transfers
  - ☐ • Ongoing & Major Maintenance: Restricted Maintenance Account (RS 8150)
  - ☐ • If applicable, Special Education (RS 6500), enter and confirm object 8980 transfer
- ☐ ► Deferred Revenue & A/R Setup
- ☐ ► Book receivables based upon entitlement & grant letters & current year expenditures
  - ☐ • Print ARS 100 and attach backup
  - ☐ • Print PCL 100 and attach backup
- ☐ ► Fill out reimbursement forms: Migrant Ed, Immigrant Ed, Limited English, etc.

  Migrant Ed due to Rebecca Velasquez at Rvelasquez@mcoe.org, *before end of July*

- ☐ ► Post Inventory Adjustments/Stores Adjustments/Prepaid Expenses
- ☐ ► Post Cash Collections Awaiting Deposits
- ☐ ► Recognize E-rate reimbursements, rebate, or discounts: Debit expenditure account, Credit Other Local Revenue
- ☐ ► FEDERAL INTEREST ALLOCATION

  Resources must be completely BALANCED and FINALIZED before completing, i.e. all reclassification transfers have been entered, indirect cost have been charged, account receivables or deferred revenue have been posted, resource is balanced, etc.

- ☐ ► Fund 08 Close out
- ☐ ► Fill out Fair Market Value spreadsheet and post amount to close out fund

CHECKLIST FOR YEAR-END CLOSING

- ☐ ► Complete Preliminary SACS Upload
  - ☐ • Run SACS Technical Review Checks to identify any objectionable account combinations
  - ☐ • Make appropriate corrective entries
- ☐ ► Book STRS On-behalf

  Use STRSONBEHALF.XLSM workbook and STRS On-Behalf amounts provided by MCOE

- ☐ ► Re-review FAR 300 By Resource - After all TV's, TF's, A/R's and C/L's have been entered
  - ☐ • ALL programs and resources are balanced
  - ☐ • No negative fund balances
  - ☐ • Appropriate carryovers

- ☐ ► Review FAR 300 by Fund and by Major Object Code (1XXX, 2XXX, 3XXX, etc.)
  - ☐ • No negative budget to actual by major object
  - ☐ • Enter budget transfers as needed

    For districts that have LPS (Linger, Peterson, Shrum) as auditors, 7XXX object codes can NOT be NEGATIVE by detail line, i.e. objects 7438, 7439, 7350, 7612, 7615, 7616, etc. can NOT have a NEGATIVE budget balance.
- ☐ ► Complete a pre-final download to SACS - do not approve transfers, yet
- ☐ ► RE-RUN Technical Review Checks until no more errors/kick-outs/exceptions
- ☐ ► Vouch SACS fund forms to FAR 300 (recommend SACS format)
- ☐ ► Prepare Supplemental Forms

  Check supplemental forms early, especially CEA form, Special Ed and ESSA MOE, ICR;

  Complete a preliminary review/check of supplemental forms before approving TVs and TFs;

  Run Technical Review Checks for any errors; ALL fixable exceptions must be corrected before completing final download;

  Once preliminary review of supplemental forms is complete, and district has passed all supplemental requirements, approve TVs and TFs

Tips for AR, CL and prior year posting

Funds that should have been received/posted

on or before June 30th

enter ER in prior year & post receipt to AR in current year

(Instructions provided in this manual, page 9-16)

Funds received

on or after July 1st

enter deposit (DC) in current fiscal year

Supplies and services received

on or before June 30th

enter EP in prior year & pay CL in current year

(Instructions provided in this manual, page 17-26)

Supplies and services received

on or after July 1st

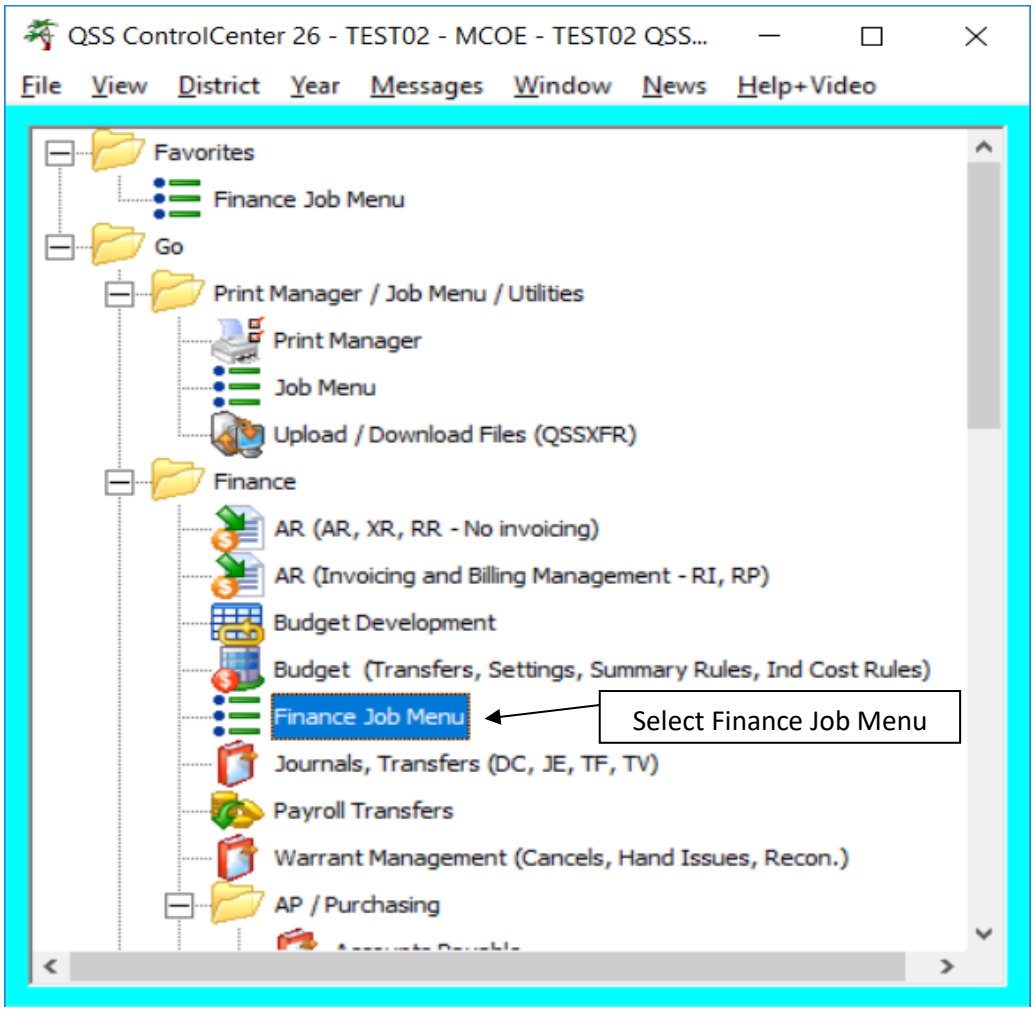
enter payment in current fiscal year

Estimated Receivable (ER) / Accounts Receivable (AR)

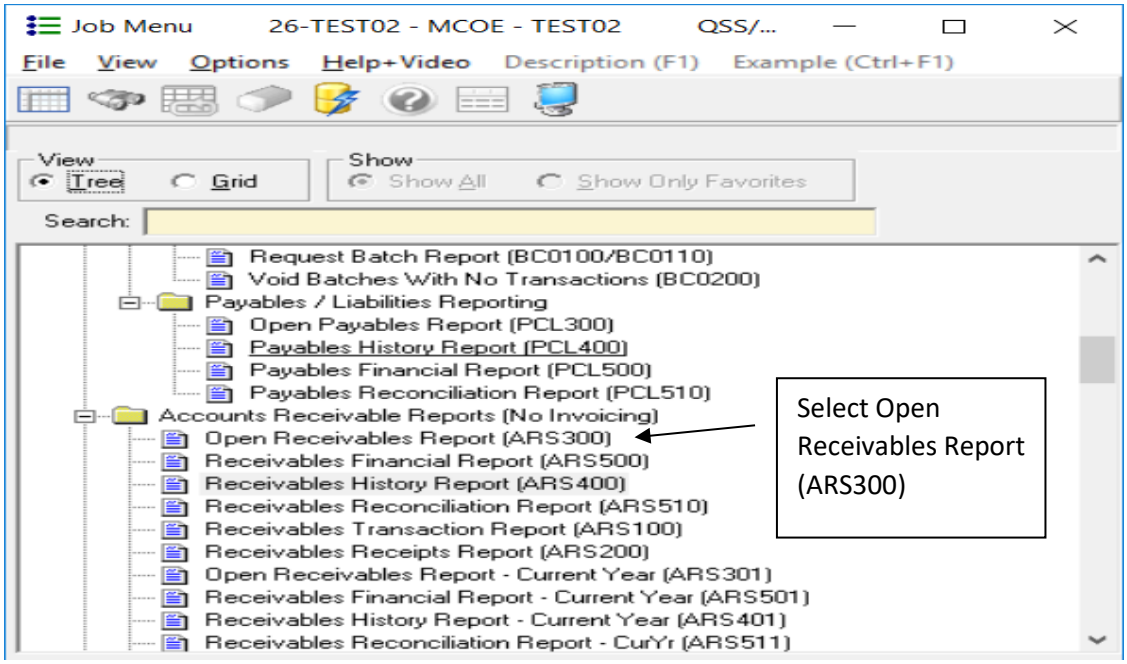
RUN AN AR HISTORY REPORT

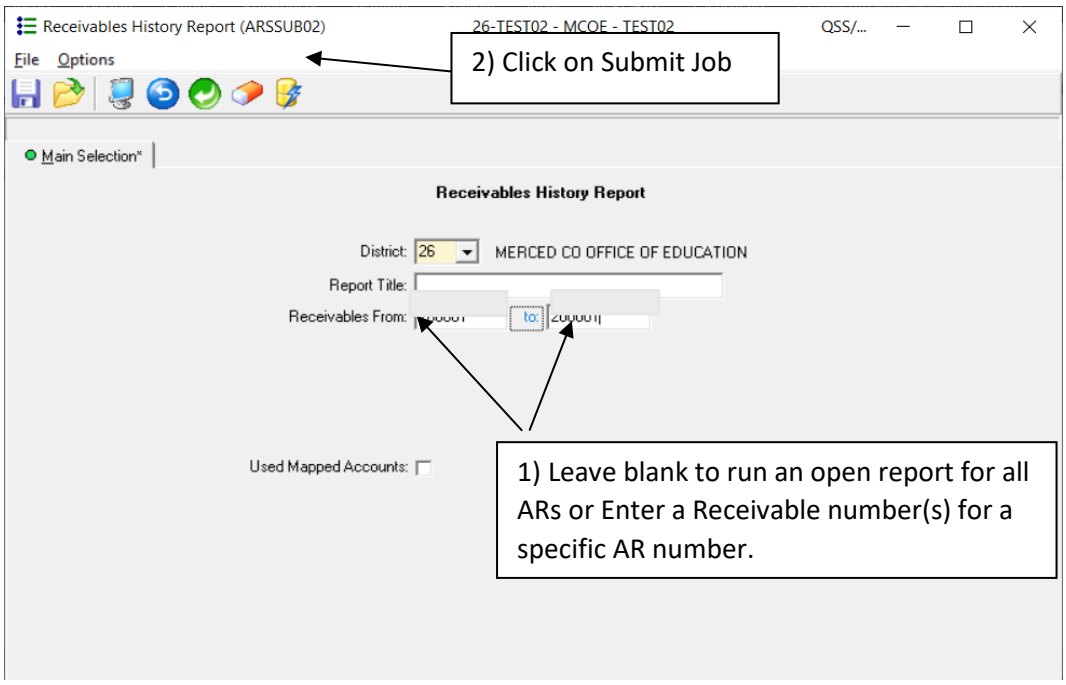
Before setting up an estimated receivable (ER), make sure you clear all ARs that were set up for the prior year. *(Note: The AR number sequence for prior year will start with 26XXXX, when you set up the current year ARs the number sequence will change to 27XXXX)*

Run Open Receivable Report in **prior year** (ARS300)



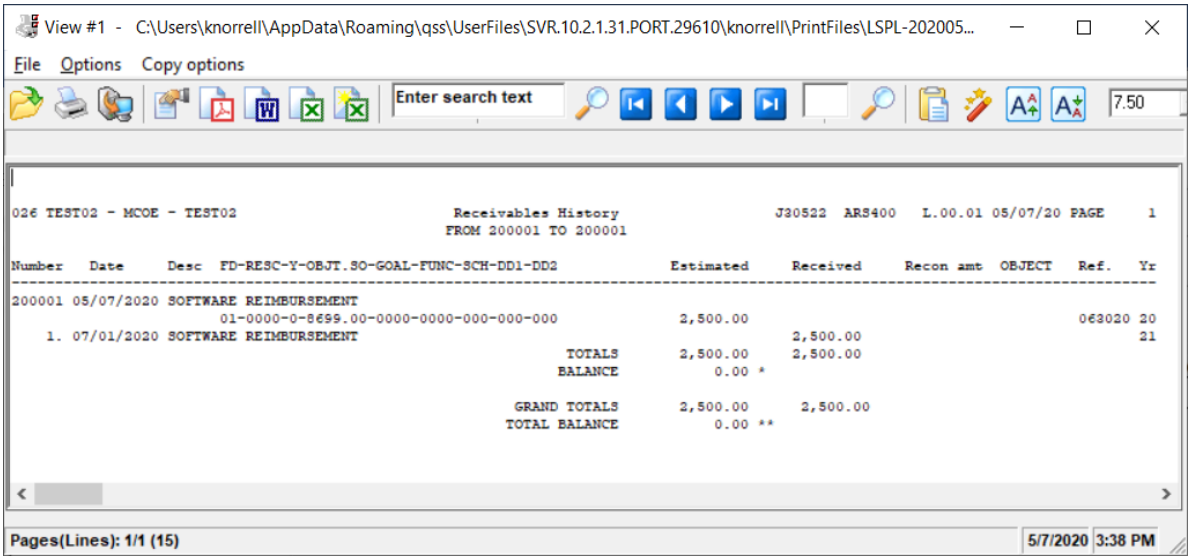
ESTIMATED RECEIVABLE (ER) / ACCOUNTS RECEIVABLE (AR)





ESTIMATED RECEIVABLE (ER) / ACCOUNTS RECEIVABLE (AR)

Sample report when ran by a specific receivable number (200001):



View #1 - C:\Users\knorrell\AppData\Roaming\qss\UserFiles\SVR.10.2.1.31.PORT.29610\knorrell\PrintFiles\LSPL-202005...

File Options Copy options

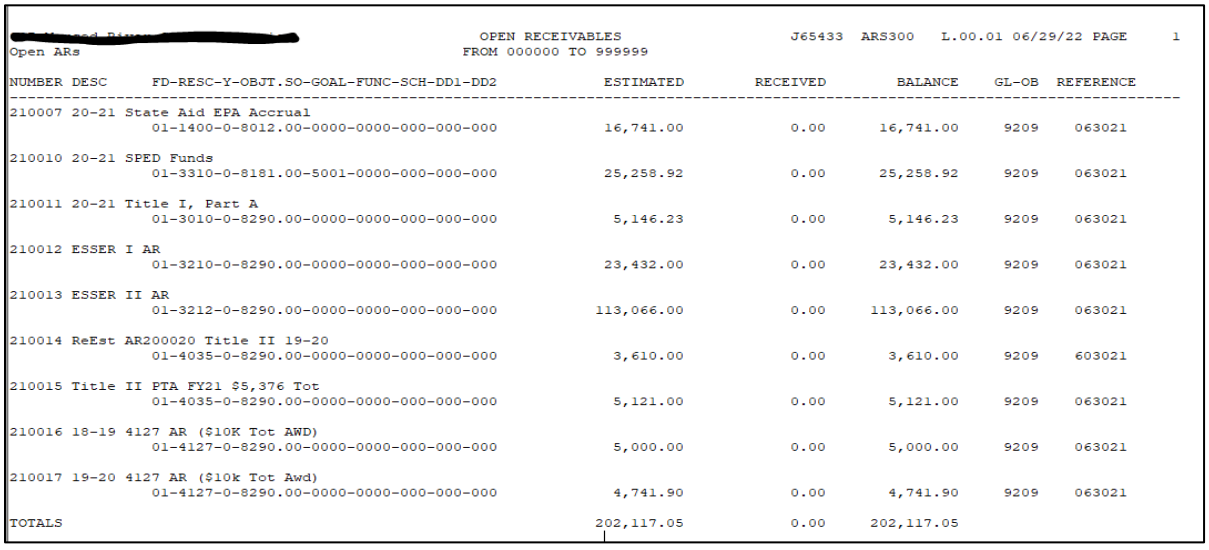
Enter search text 7.50

026 TEST02 - MCOE - TEST02 Receivables History J30522 ARS400 L.00.01 05/07/20 PAGE 1
FROM 200001 TO 200001

Number	Date	Desc	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	Estimated	Received	Recon amt	OBJECT	Ref.	Yr
200001	05/07/2020	SOFTWARE REIMBURSEMENT							
			01-0000-0-8699.00-0000-0000-000-000-000	2,500.00				063020	20
1.	07/01/2020	SOFTWARE REIMBURSEMENT			2,500.00				21
			TOTALS	2,500.00	2,500.00				
			BALANCE	0.00 *					
			GRAND TOTALS	2,500.00	2,500.00				
			TOTAL BALANCE	0.00 **					

Pages(Lines): 1/1 (15) 5/7/2020 3:38 PM

Sample report when ran open for all ARs:



[redacted] OPEN RECEIVABLES J65433 ARS300 L.00.01 06/29/22 PAGE 1
Open ARs FROM 000000 TO 999999

NUMBER	DESC	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	ESTIMATED	RECEIVED	BALANCE	GL-OB	REFERENCE
210007	20-21 State Aid EPA Accrual	01-1400-0-8012.00-0000-0000-000-000-000	16,741.00	0.00	16,741.00	9209	063021
210010	20-21 SPED Funds	01-3310-0-8181.00-5001-0000-000-000-000	25,258.92	0.00	25,258.92	9209	063021
210011	20-21 Title I, Part A	01-3010-0-8290.00-0000-0000-000-000-000	5,146.23	0.00	5,146.23	9209	063021
210012	ESSER I AR	01-3210-0-8290.00-0000-0000-000-000-000	23,432.00	0.00	23,432.00	9209	063021
210013	ESSER II AR	01-3212-0-8290.00-0000-0000-000-000-000	113,066.00	0.00	113,066.00	9209	063021
210014	ReEst AR200020 Title II 19-20	01-4035-0-8290.00-0000-0000-000-000-000	3,610.00	0.00	3,610.00	9209	603021
210015	Title II PTA FY21 $5,376 Tot	01-4035-0-8290.00-0000-0000-000-000-000	5,121.00	0.00	5,121.00	9209	063021
210016	18-19 4127 AR ($10K Tot AWD)	01-4127-0-8290.00-0000-0000-000-000-000	5,000.00	0.00	5,000.00	9209	063021
210017	19-20 4127 AR ($10k Tot Awd)	01-4127-0-8290.00-0000-0000-000-000-000	4,741.90	0.00	4,741.90	9209	063021
TOTALS			202,117.05	0.00	202,117.05		

REMINDER: If adding an AR to a deposit, be sure to take your AR deposit to the Treasury in the same month the AR is posted

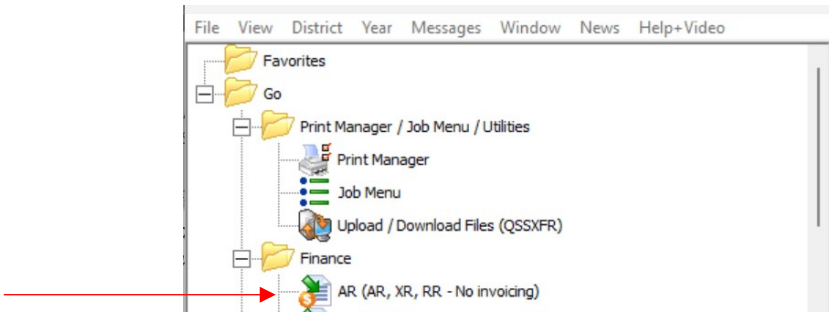
1. *Do not create a deposit (DC) and post to an open AR for the same transaction; this will double the entry.*
2. *If a TF is posted by MCOE against an AR, the district needs to review the AR and if the TF fully clears the AR, the district needs to "Final & $0" the AR at the district level. Note: you will receive TF notifications posted by MCOE from the External Fiscal Technician.*

ESTIMATED RECEIVABLE (ER) / ACCOUNTS RECEIVABLE (AR)

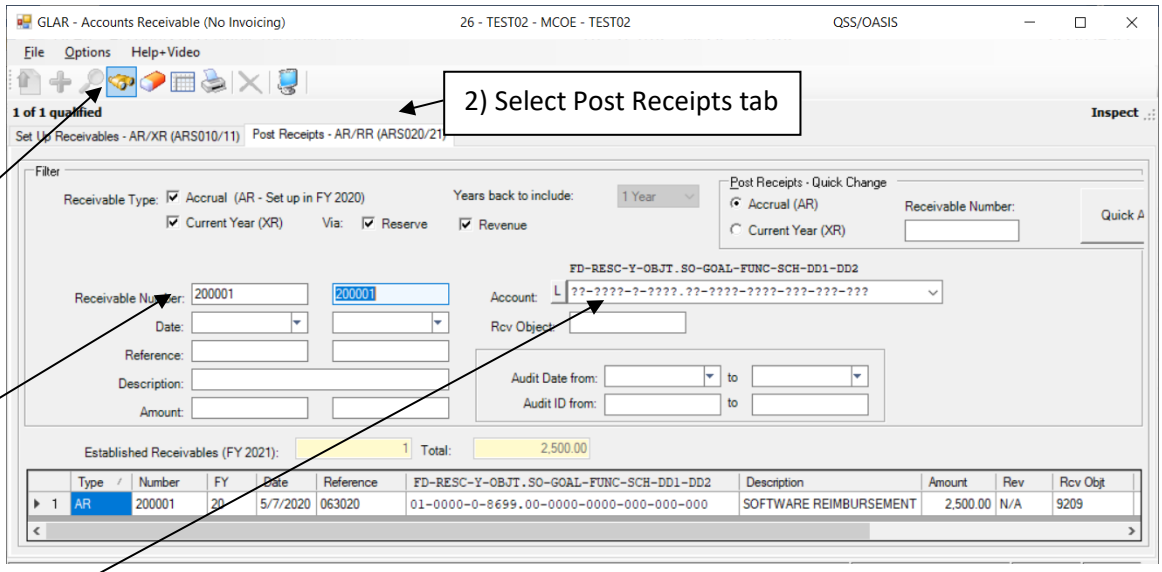
TO POST RECEIPTS TO AN OPEN AR

REMINDER: Only post an amount to Accounts Receivable (AR) if the money is in hand. Do NOT post an amount if a Transfer (TF) has been completed. *(Note: If a TF has been completed in the same amount as an AR, you will need to do a "final" and zero ($0) to clear the existing AR. You will need to perform this action for the TFs that MCOE posts on the district's behalf, such as State Aid or EPA).*

From the main QSS menu, open the AR module:

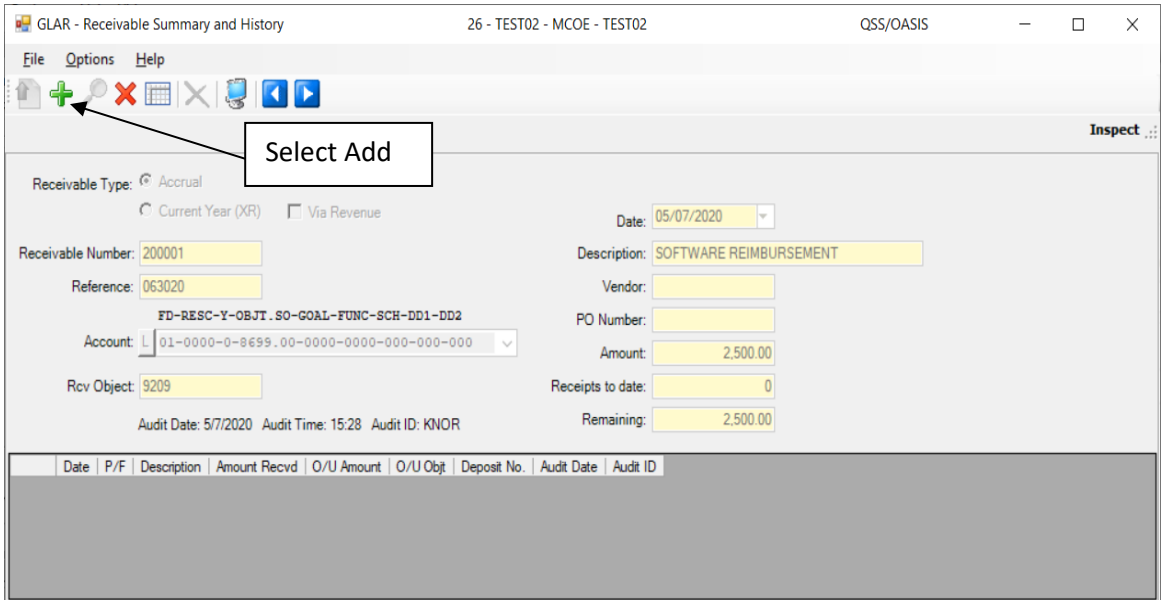


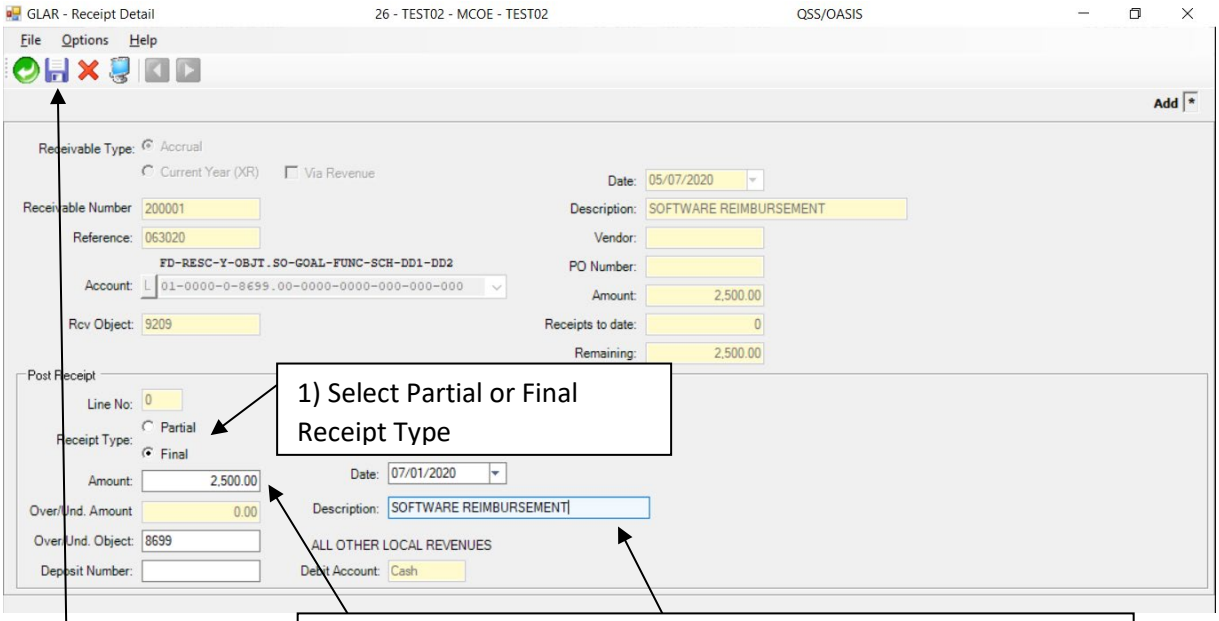
1) Make sure you are in the fiscal year you are closing (i.e prior year)



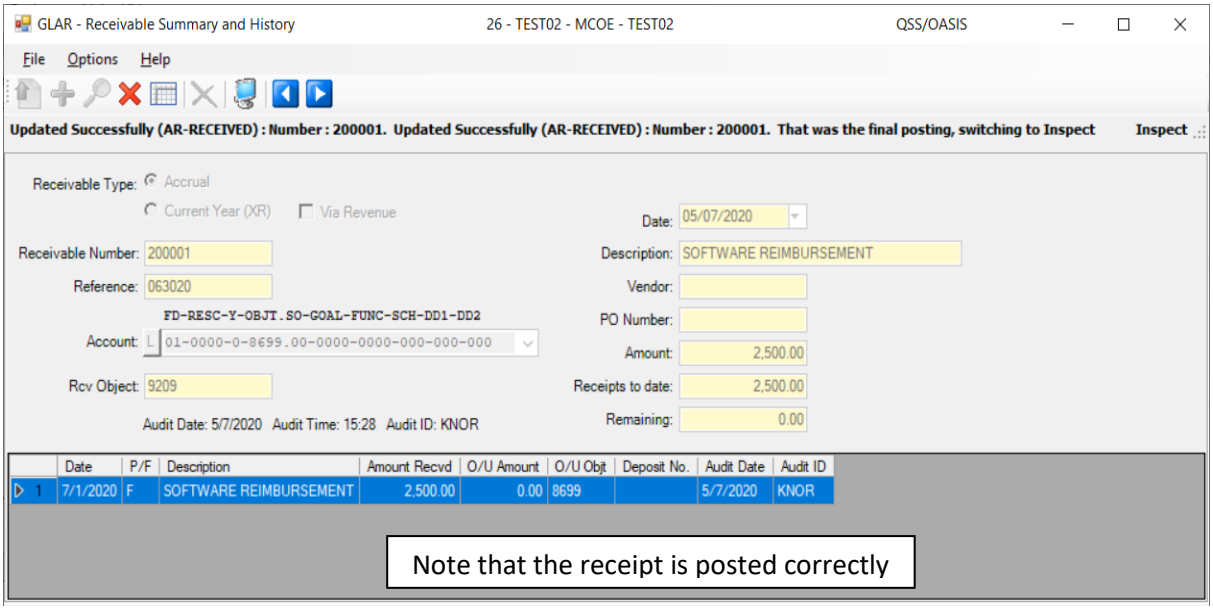
3) Click on the  to search AR's **or** enter your receivable number to bring up payment screen **or** enter in a specific resource number

ESTIMATED RECEIVABLE (ER) / ACCOUNTS RECEIVABLE (AR)





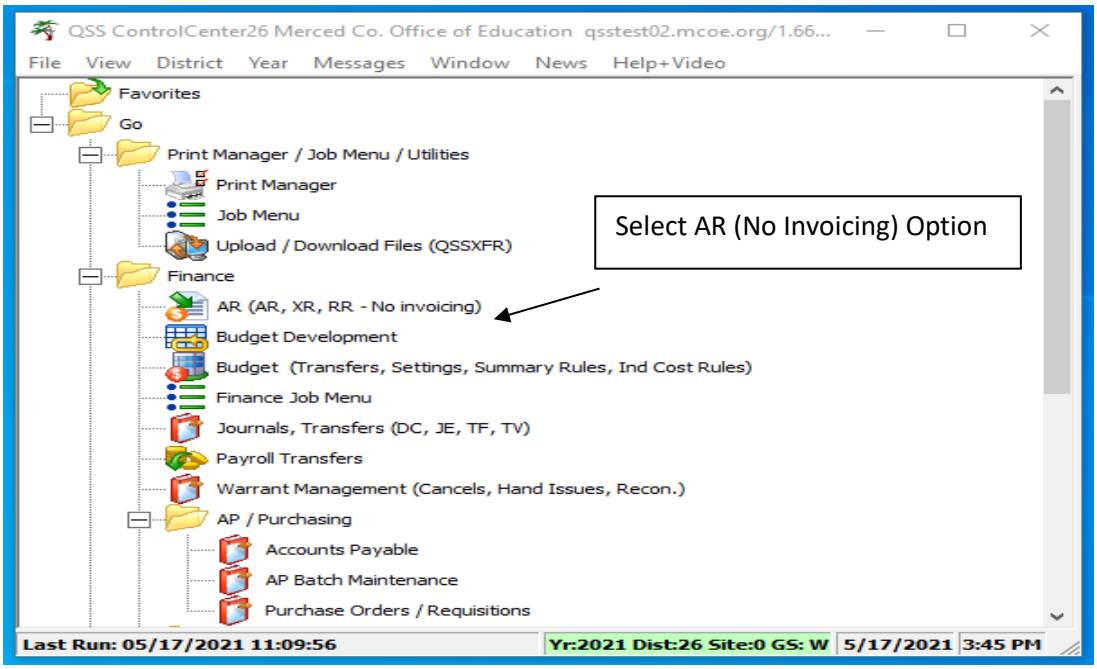
ESTIMATED RECEIVABLE (ER) / ACCOUNTS RECEIVABLE (AR)



Note: When an AR is Final and $0 the actual dollar amount will show up in the O/U Amount Column.

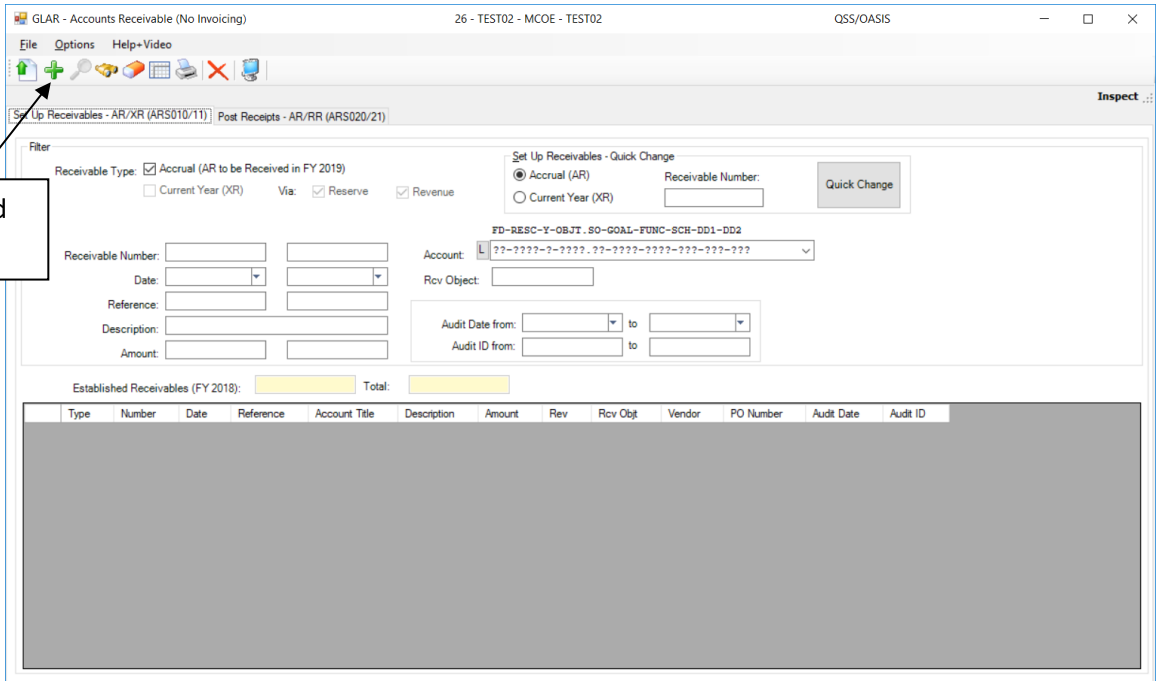
TO SET UP AN ER (AR IN THE NEW YEAR)

Remember to be logged into the **year you are closing**

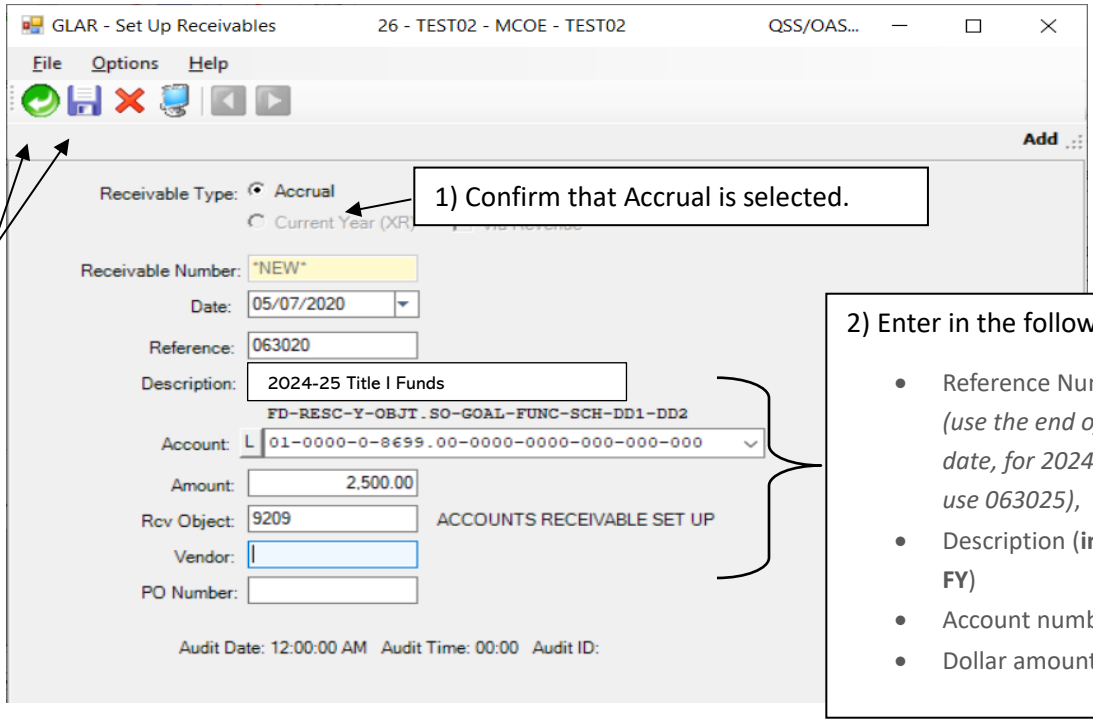


1) Make sure to select the Set-Up Receivables AR/XR (ARSO10/11) tab.

ESTIMATED RECEIVABLE (ER) / ACCOUNTS RECEIVABLE (AR)



Select Add icon



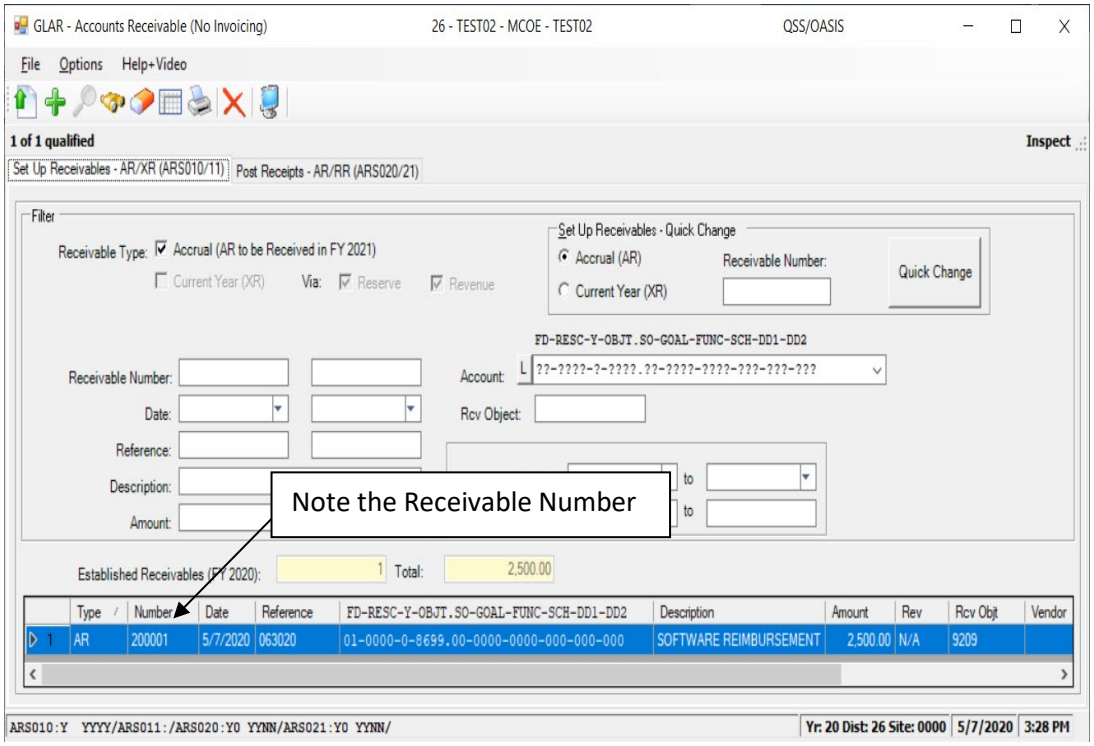
1) Confirm that Accrual is selected.

3) Select to save and stay to enter more A/R's or to save and close the window

2) Enter in the following:

- Reference Number *(use the end of year date, for 2024-25 use 063025)*,
- Description (**include FY**)
- Account number
- Dollar amount

ESTIMATED RECEIVABLE (ER) / ACCOUNTS RECEIVABLE (AR)



NOTE: In the Account Look up QSS module and the GL reports, an AR shows up as an ER in current year and as an AR in the new year with the same number, see past year example below.

ER-230019	06/30/2023	C.PERKINS TECH ED 22-23	0.00	35,828.24	0.00	-30,037.48

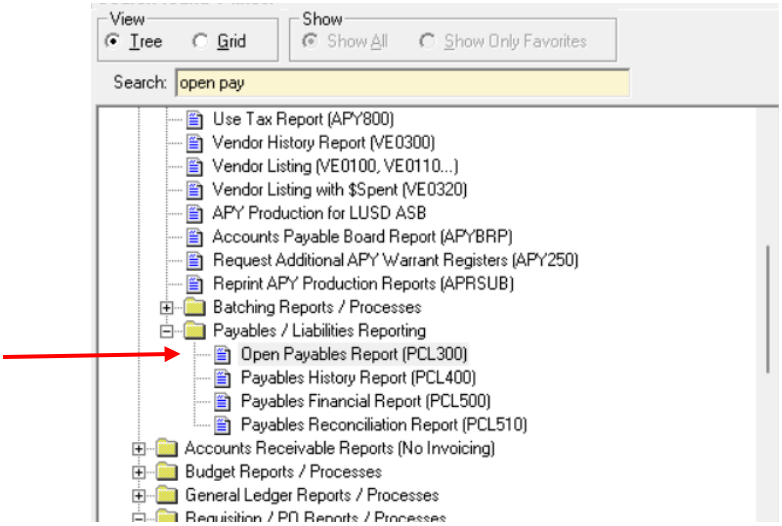
AR-230019	12/19/2023	RECEIVED ON TF#940281	0.00	-35,828.24	0.00	18,066.18

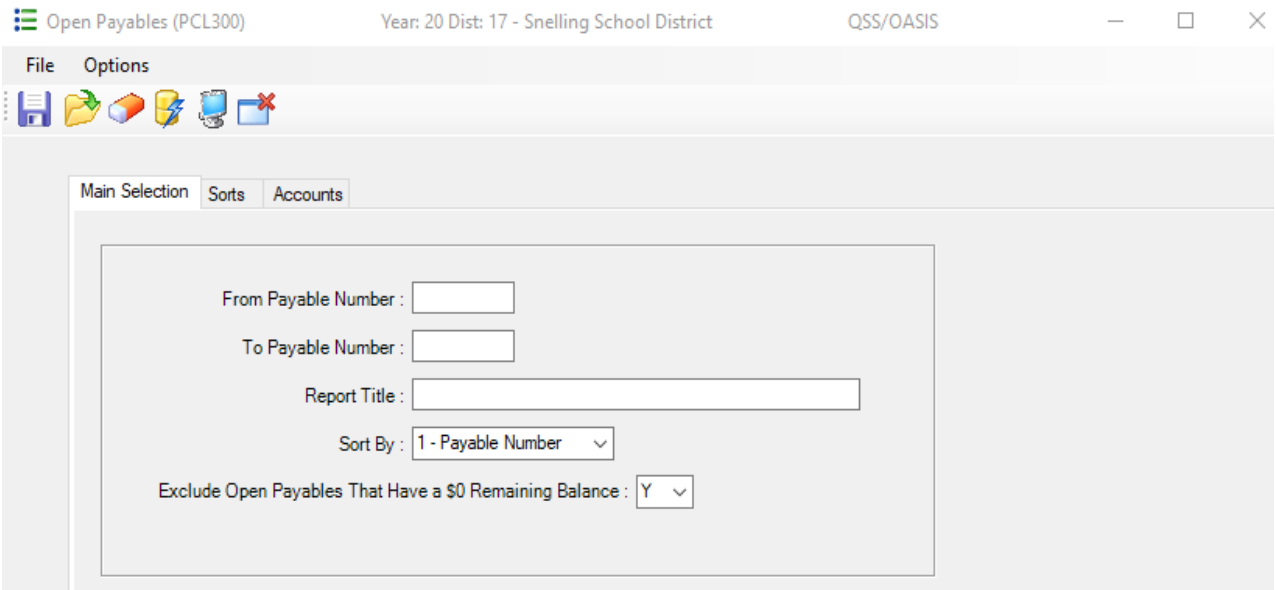
Estimated Payables (EP)/Current Liabilities (CL)

Before setting up estimated payable for the current year, make sure you clear all CLs that were set up for the prior year. *(Note: The CL number sequence for prior year will start with 25XXXX, when you set up the current year CLs the number sequence will change to 26XXXX)*

Run Open Payable Report, must be in **prior year (PCL300)** for prior year Payables

Finance/Accounts Payable Reports/Payables/Liablitities Reporting/ Open Paybles Report (PCL300)





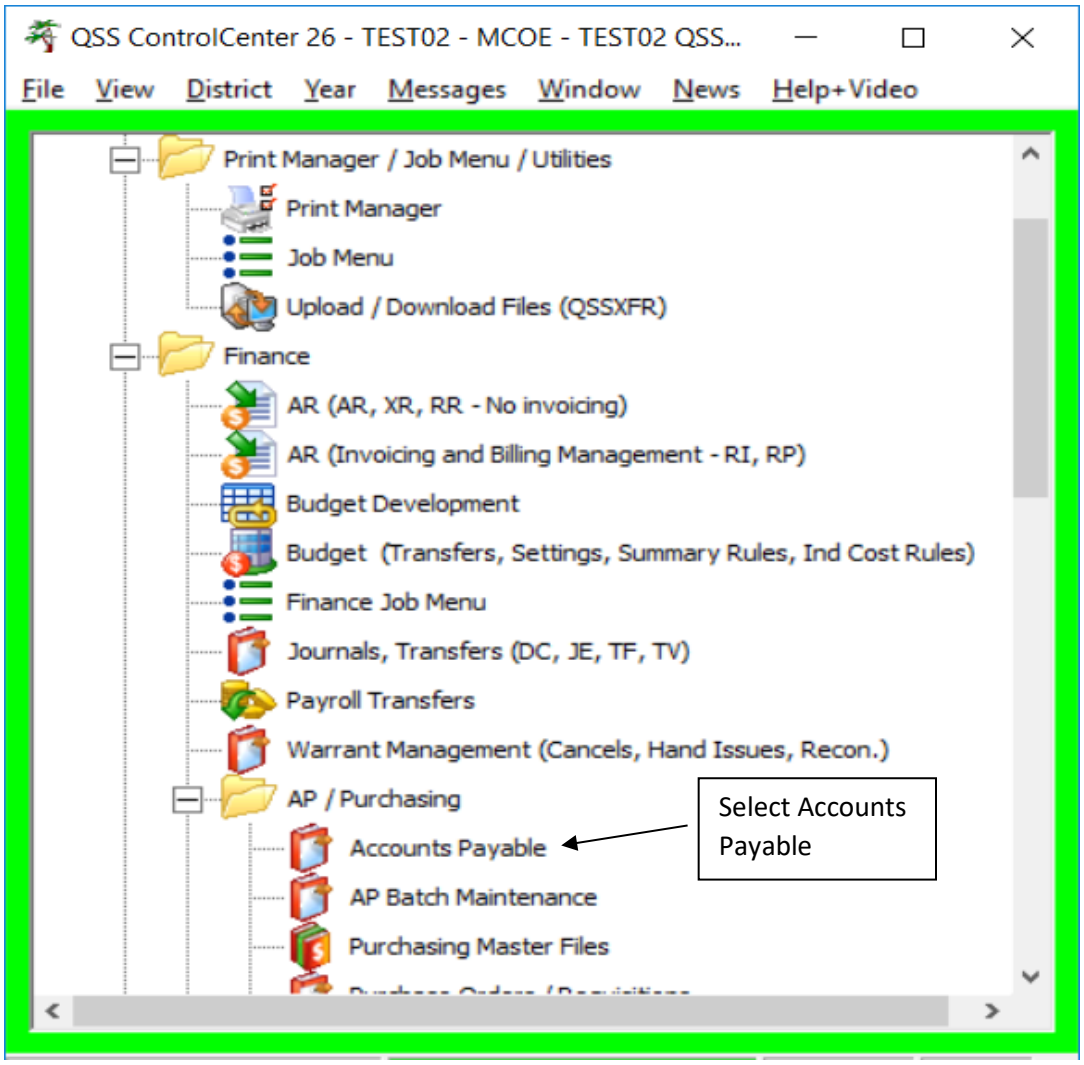
PCL300 Sample Report

[redacted] J91184 Open Payables PCL300 L.00.07 04/15/24 13:20 PAGE 1
[redacted] FROM 000000 TO 999999

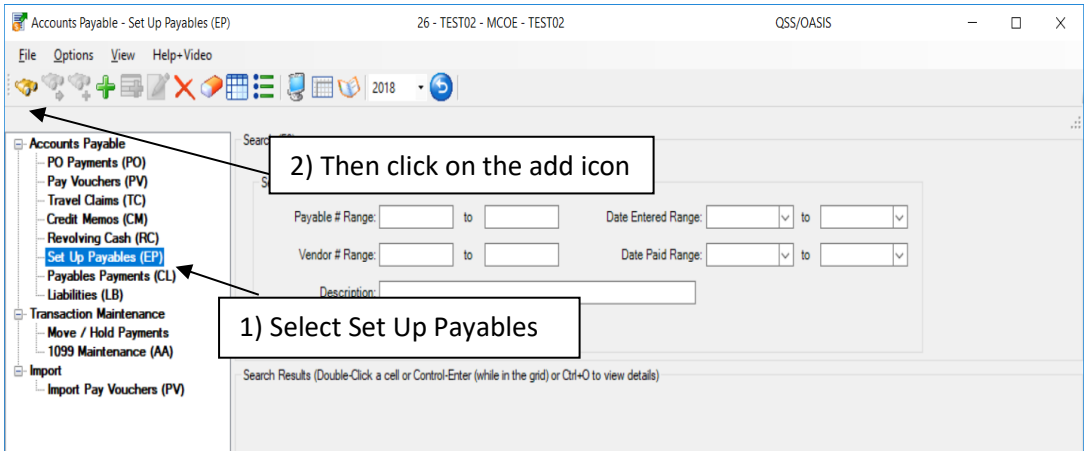
Number Vendor Name / FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	Setup amount	Liquidated	Balance	PO Num
230173 104925 ITHACA SPORTS				
01-0301-0-4300.00-1110-1800-900-000-000	1,345.99	0.00	1,345.99	230215
230177 104768 RAINBOW BOOK COMPANY				
01-3010-0-4200.00-1110-1200-200-000-000	4,592.69	0.00	4,592.69	230492
230178 104768 RAINBOW BOOK COMPANY				
01-3010-0-4200.00-1110-1200-200-000-000	1,090.34	0.00	1,090.34	230493
230181 105109 REP FITNESS				
01-4124-0-4300.00-1150-1800-900-000-000	3,447.91	0.00	3,447.91	230036
230244 056337 MERCED COUNTY OFFICE OF				
01-0000-0-5860.00-1110-1000-000-000-000	16,475.00	0.00	16,475.00	063023
230265 102077 SIERRA VISTA CHILDREN'S CENTER				
01-3212-0-5860.00-1110-3120-100-010-102	28,090.90	0.00	28,090.90	230276
***** GRAND TOTALS *****	55,042.83	0.00	55,042.83	

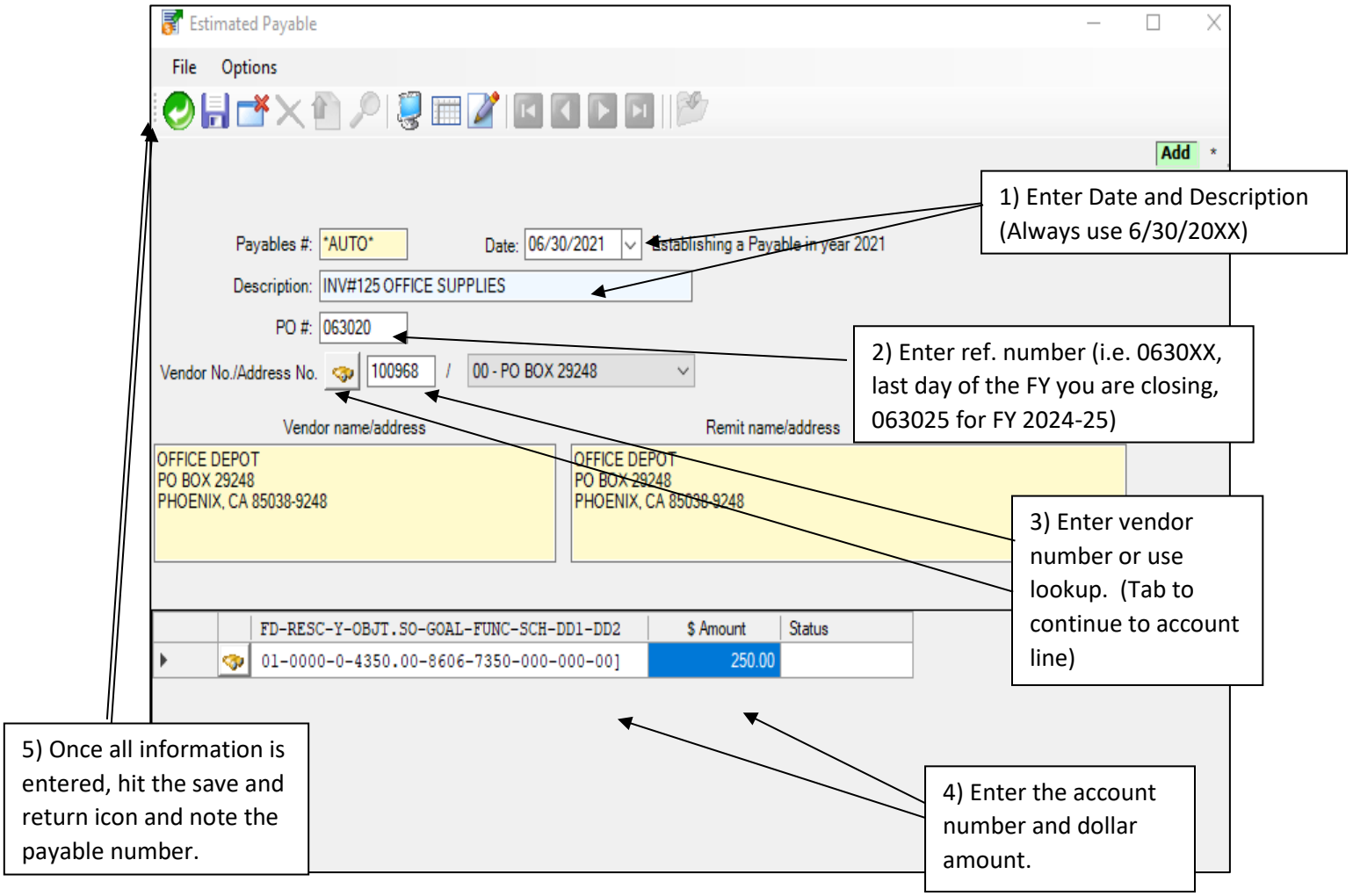
To Set up an EP (CL in the new year) without a PO

Setting up an EP in prior year will roll to the new year as a CL.



TO SET UP AN EP (CL IN THE NEW YEAR) WITHOUT A PO



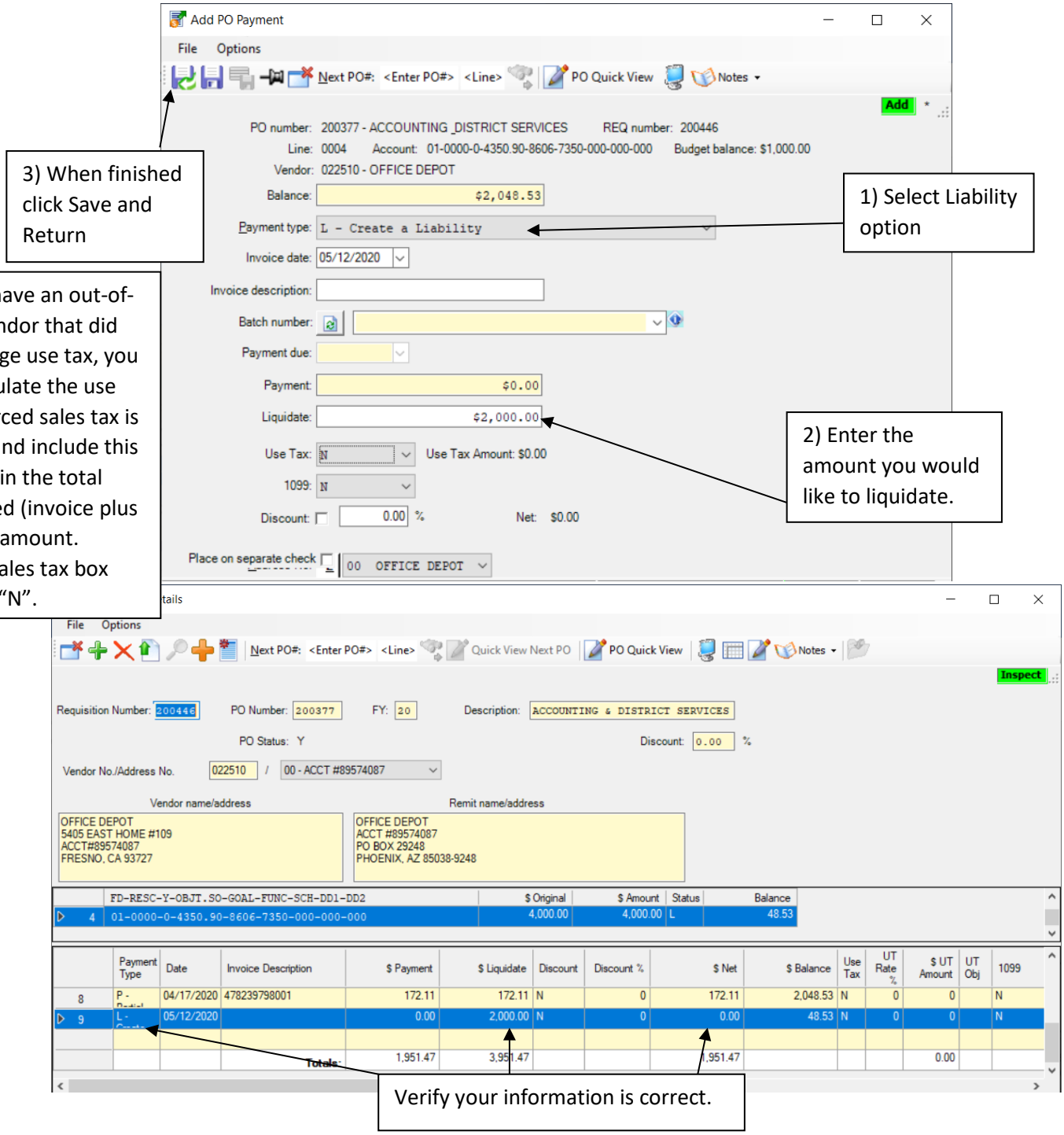


*If an out-of-state vendor did not charge use tax, you will calculate the use tax and include this amount in your total EP (invoice plus use tax) set up amount. (Merced sales tax is 8.25%)

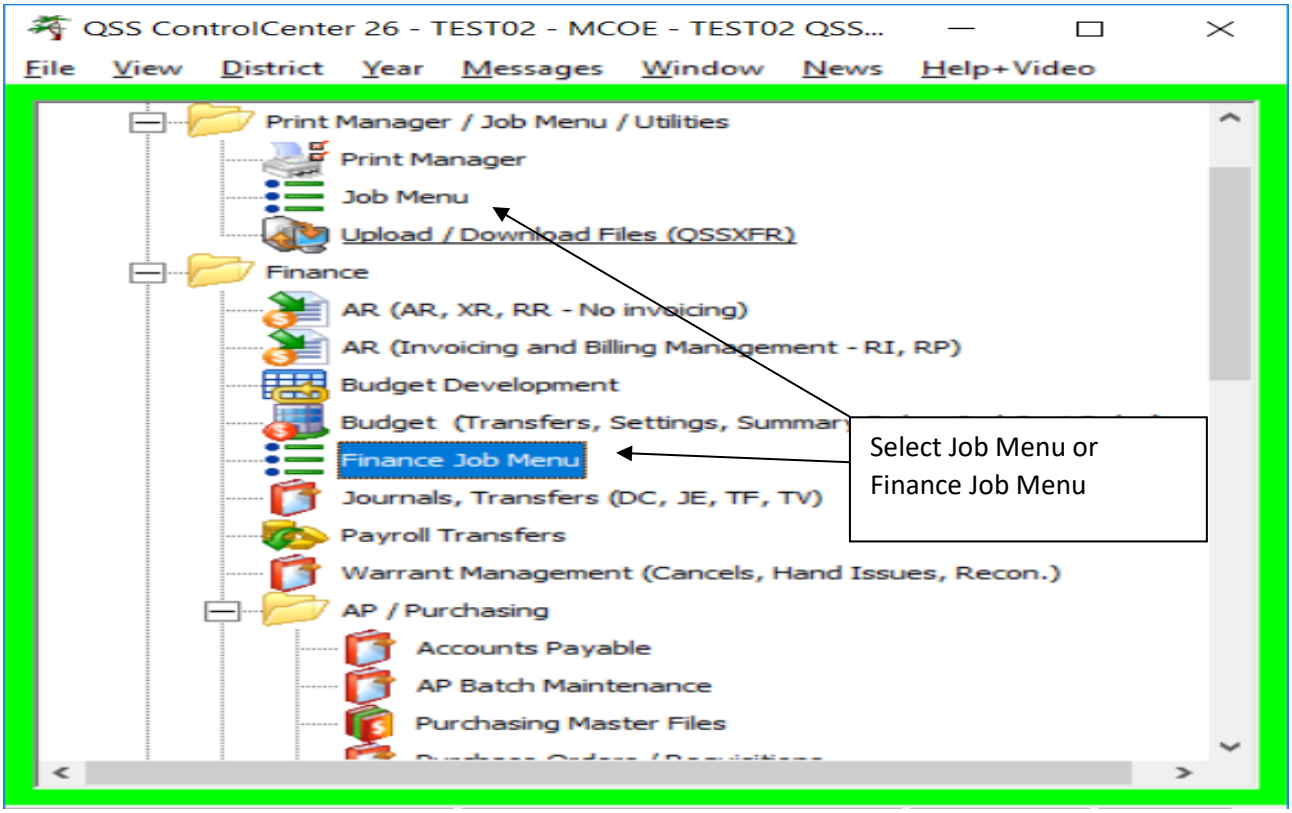
TO SET UP AN EP (CL IN THE NEW YEAR) WITH A PO

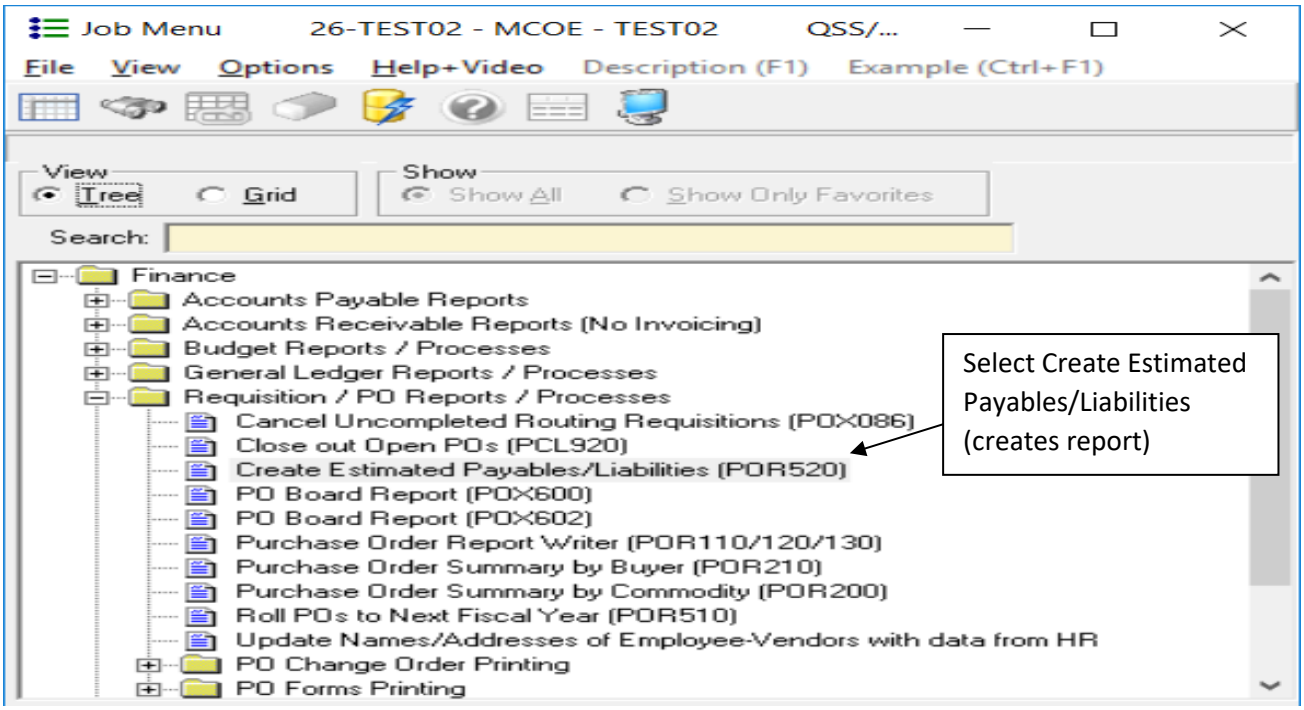
To Set up an EP (CL in the new year) with a PO

This process is used when goods or services have been received but were not paid for as of June 30th.

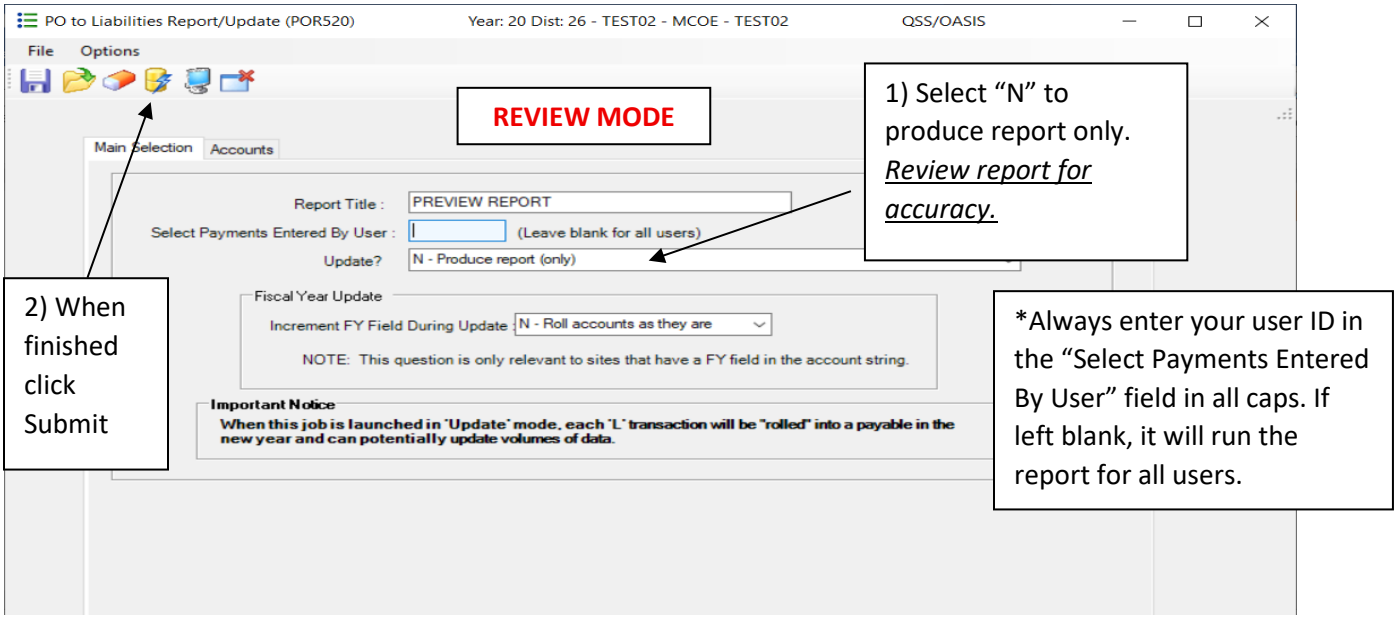


TO SET UP AN EP (CL IN THE NEW YEAR) WITH A PO



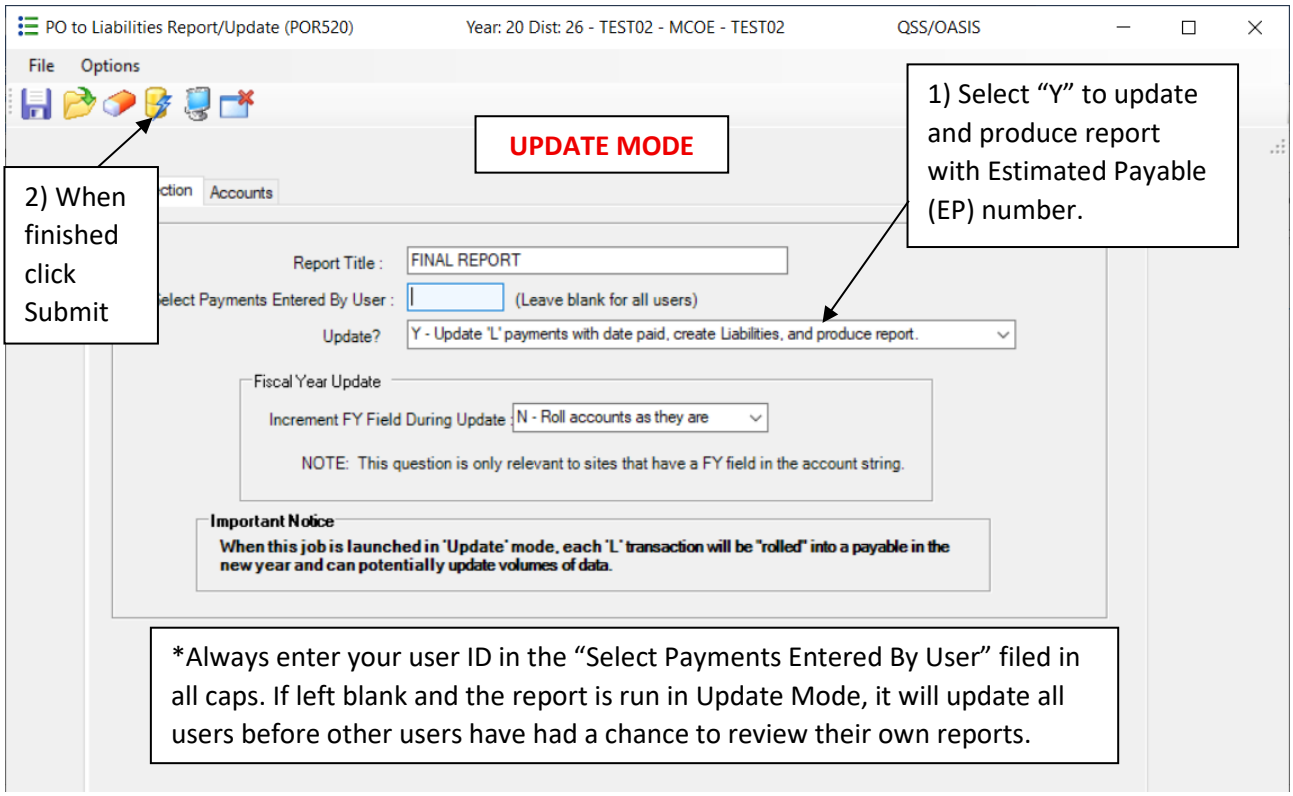


TO SET UP AN EP (CL IN THE NEW YEAR) WITH A PO

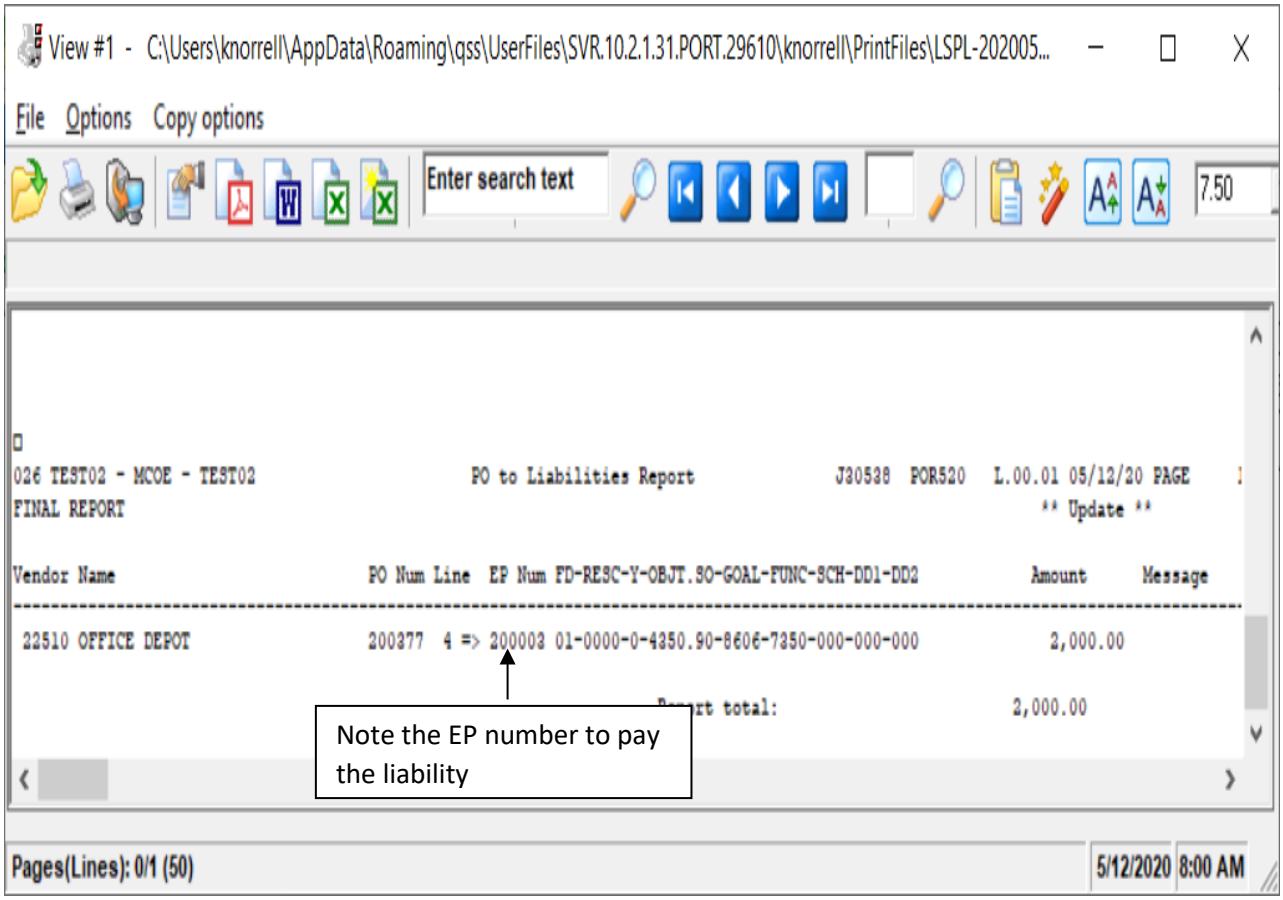


(You can run the PO to Liability Report/Update as many times as needed)

After reviewing report for accuracy and no changes needed. Rerun the same report but now select Y in the Update? box to make the changes.



TO SET UP AN EP (CL IN THE NEW YEAR) WITH A PO



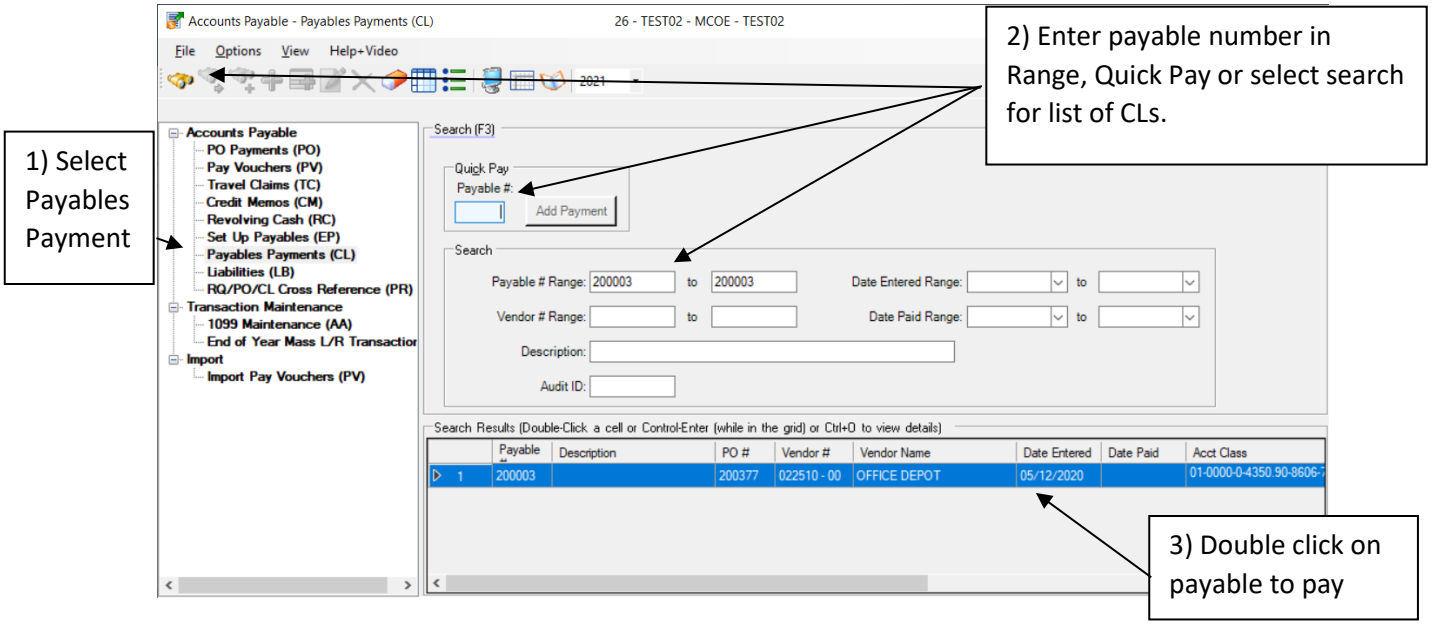
TO PAY AN EP/CL

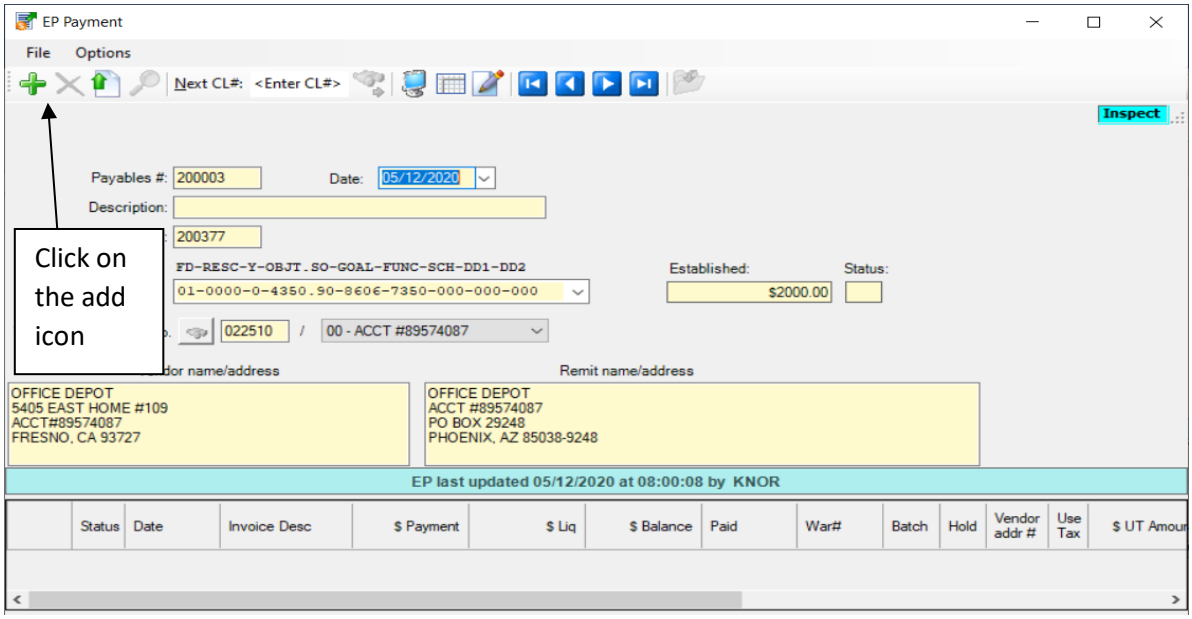
Remember to be logged into the current/new year.

Note: As soon as you set up a CL in the prior year, you can log into the new year and pay it.

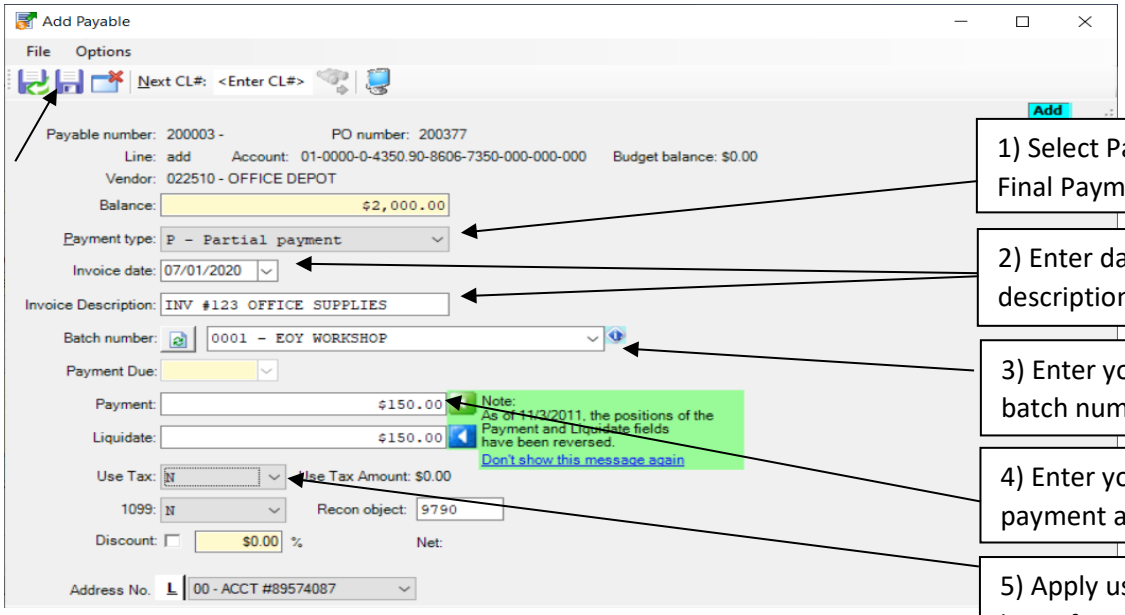
Remember to be logged into the **new year**.

Note: To clear a CL that you no longer need to pay, you need to clear it with a zero batch.





TO PAY AN EP/CL



1) Select Partial or Final Payment

2) Enter date and description

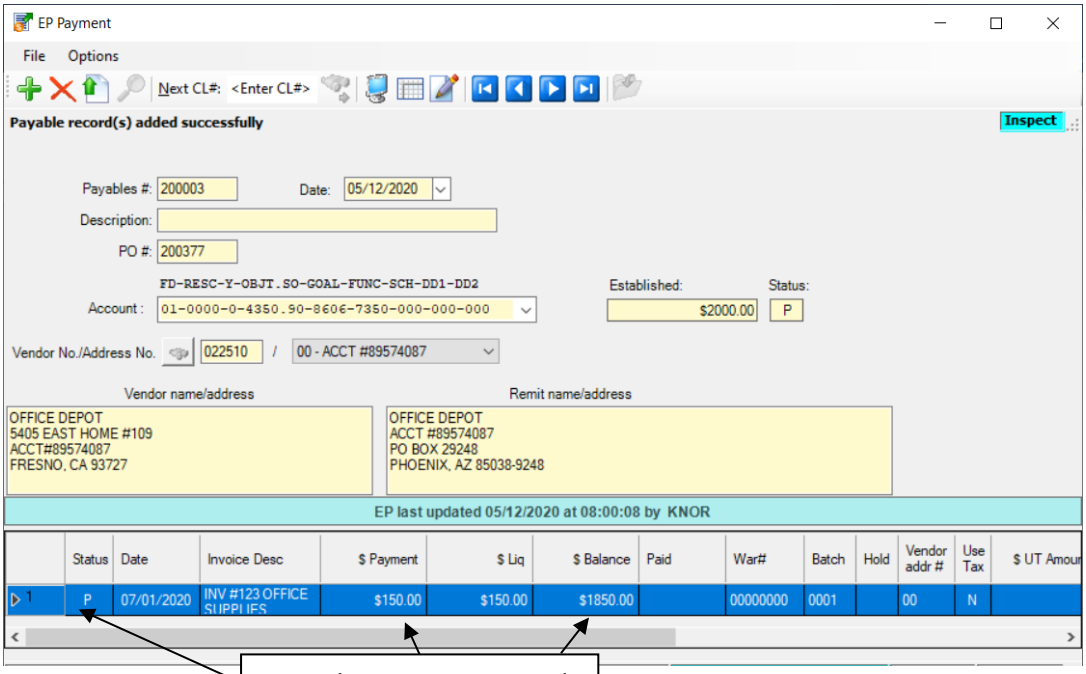
3) Enter your batch number

4) Enter your payment amount

5) Apply use tax here if applicable

6) When all info below is entered click the save and return icon

*If your out of state vendor did not include use tax on the invoice, you should have included it in the total liquidate amount when you set up the EP. When paying in current year, you will pay the invoiced amount only, and mark the Use Tax box "Y".

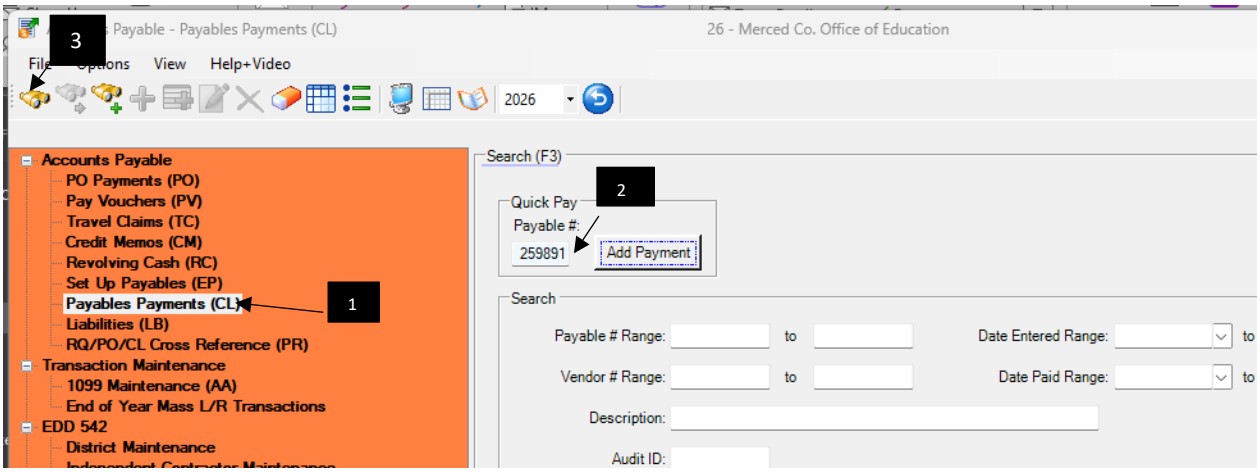


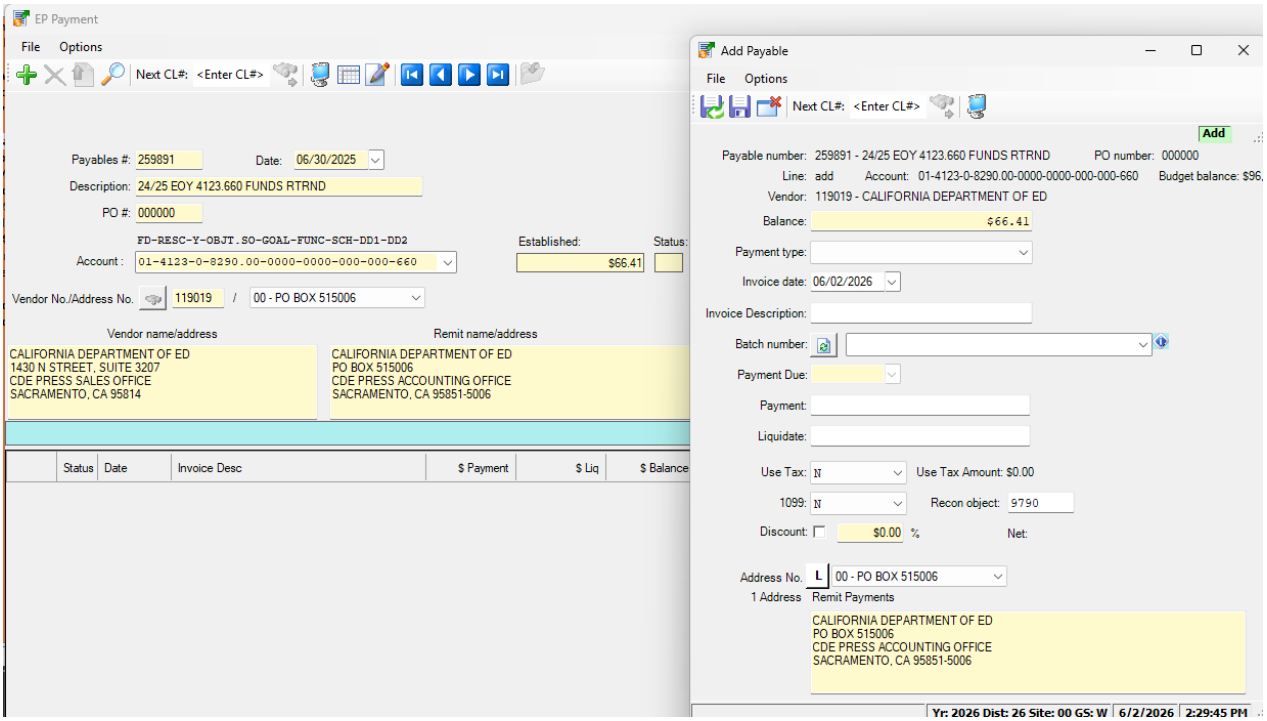
Note the payment posted and current balance.

Closing a CL when payment made to a district via cash transfer

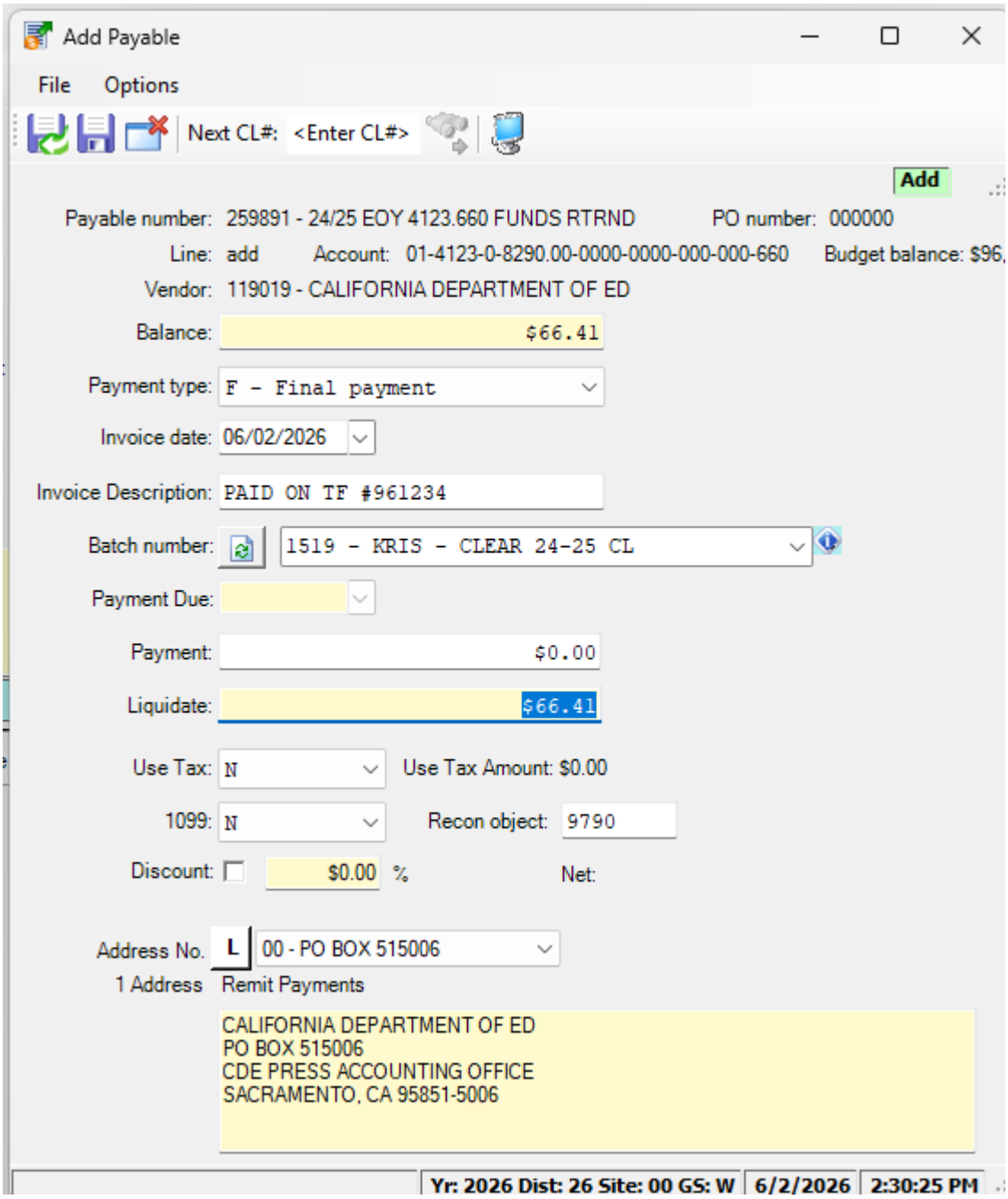
In a current year accounts payable batch, apply a “F”inal a $0.00 payment to your CL and reference the transfer number in the invoice description field (i.e. “paid with TF#XXXXXX”).

EXAMPLE





TO PAY AN EP/CL



TO PAY AN EP/CL

Run the Payable Transaction Report PCL200 to verify that you have cleared the CL using Final/Zero and that the Grand Total result is $0.00

```
026 Merced Co. Office of Education          Payables Payment Transactions          J20487  PCL200   L.00.01 08/06/21 PAGE     1
BATCH 0098 - DIANE                          Date: 00/00/0000 - 99/99/9999            BATCH NO. 0098 DIANE
                                            PO#: 213041 - 213041

EP NO   PO NO  REQ NO   VE NO/ADDR  VENDOR NAME                    TAX ID NO   EP DATE     DATE PAID      STATUS
    INV DATE   INV DESC                    FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2          UT UT OBJ            RATE  DISC RT
                          1099    ENTERED     PAID  STATUS      PAYMENT      USE TAX AMT        DISC AMT       NET PAYMENT
-------------------------------------------------------------------------------------------------------------------------------
213041  000000          103978/00   SNELLING-MERCED FALLS SCH DIST   770572130   08/06/2021                  F

    08/06/2021  PAID ON TF#620087                01-4203-0-7211.00-0000-9200-000-017-000        N
                          N  08/06/2021             F          0.00          0.00          0.00          0.00

    TOTAL AMOUNT:                                              0.00 *        0.00 *        0.00 *        0.00 *


TOTAL FOR 08/06/2021                                           0.00 **       0.00 **       0.00 **       0.00 **

BATCH NO. TOTAL                                                0.00 ***      0.00 ***      0.00 ***      0.00 ***

GRAND TOTAL                                                    0.00 ***      0.00 ***      0.00 ****     0.00 ***
```

An example of what your current year batch prelist is provided below…

```
026 Merced Co. Office of Education J87499      ACCOUNTS PAYABLE PRELIST          APY500   L.00.25 06/01/26 10:00 PAGE     2
DOMINIQUE                                   BATCH: 1500 DOMINIQUE                  << Closed >>
                                            FUND     : 01      GENERAL FUND/COUNTY SSF

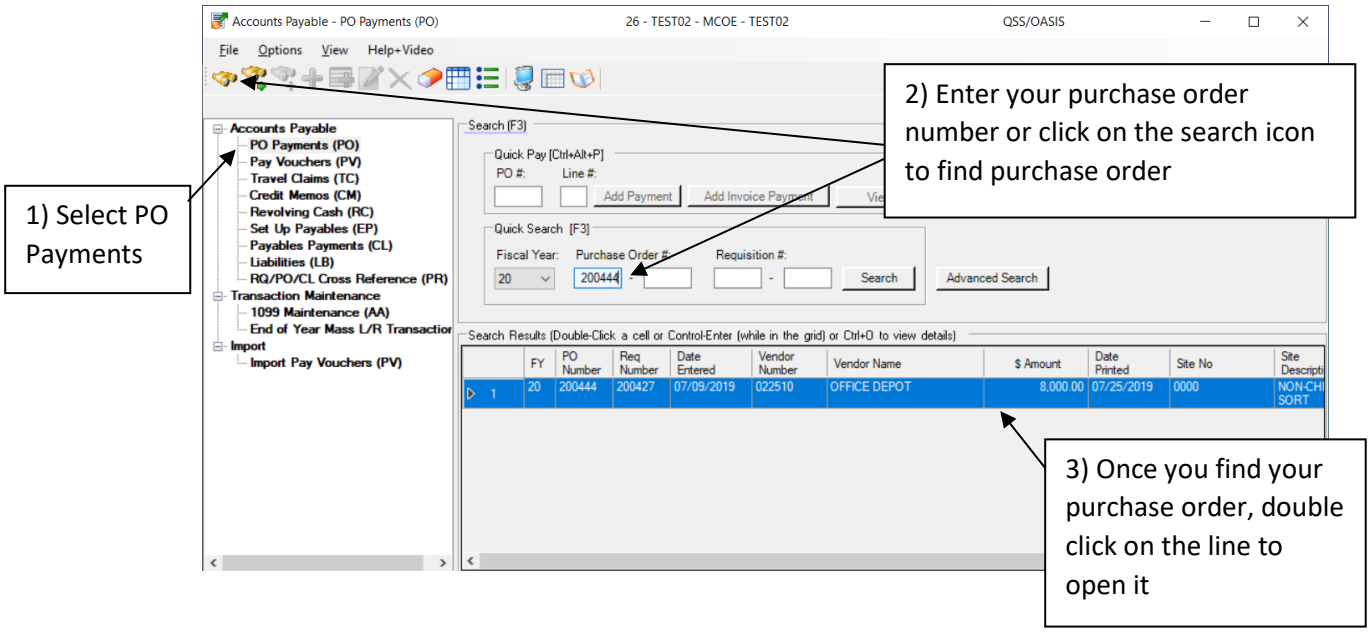
Vendor/Addr Remit name                      Tax ID num  Deposit type          ABA num   Account num          EE ES  E-Term  E-ExtRef
   Req Reference   Date     Description                    FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS     Liq Amt    Net Amount
-------------------------------------------------------------------------------------------------------------------------------
111687/00   CALIFORNIA DEPARTMENT OF ED
            PO BOX 515006
            SACRAMENTO, CA  95851-5006

      CL-259940 05/27/2026 SEE TF#960106      01-6510-0-8311.00-5710-0000-300-000-000 NN F      3,666.00          0.00
      CL-259941 05/27/2026 SEE TF#960106      01-2420-0-8710.00-3500-0000-200-000-000 NN F    674,132.00          0.00
      CL-259944 05/27/2026 SEE TF#960106      01-6509-0-8311.00-5770-0000-200-000-000 NN F      9,098.00          0.00
```

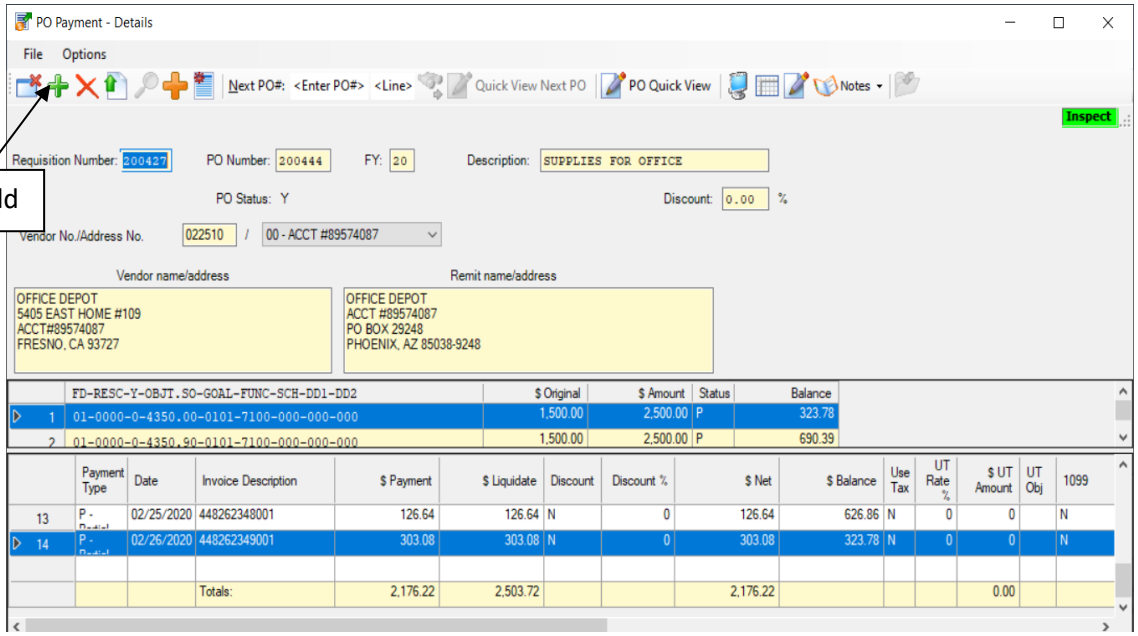
Purchase Orders (PO)

TO ROLL A PO TO THE NEXT FISCAL YEAR

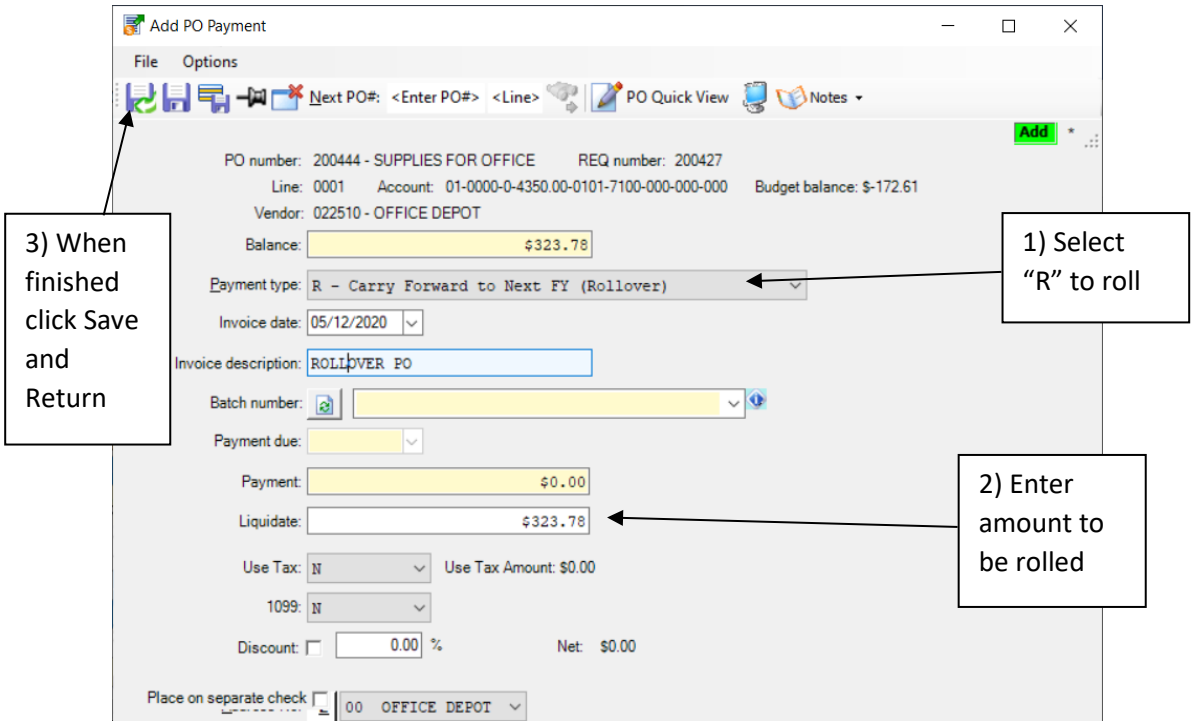
Use this process when goods and services have not been received by June 30th but are expected in the new fiscal year.

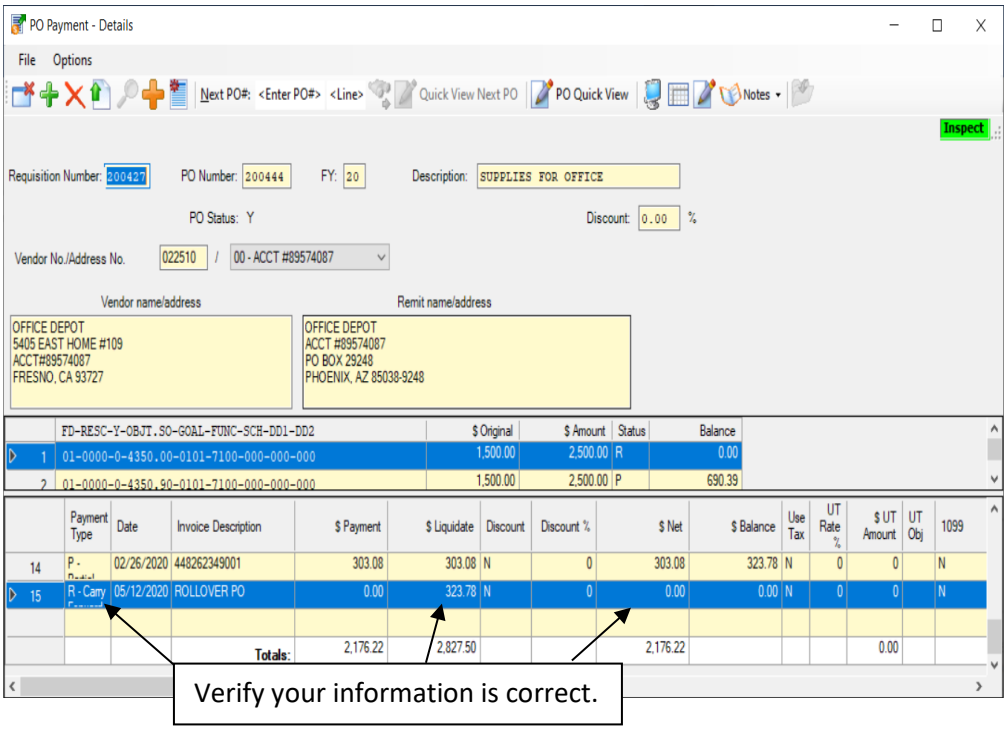


Select Add

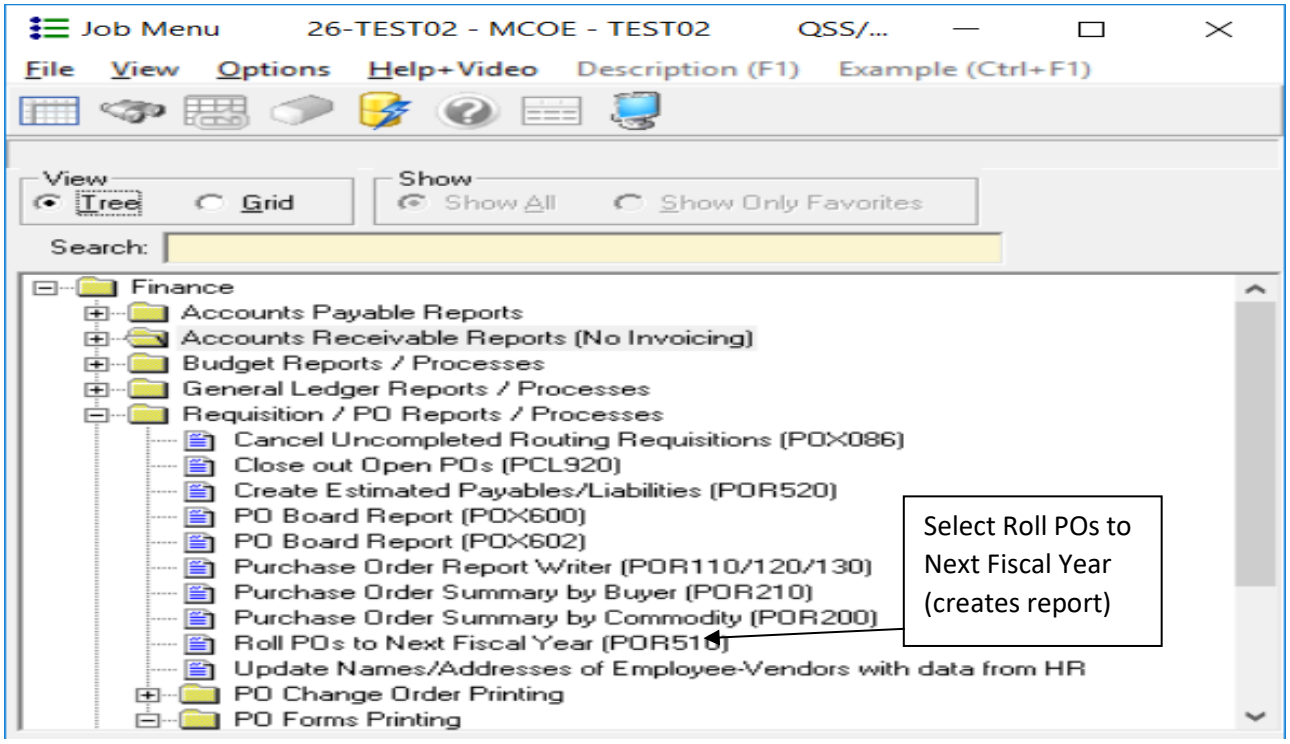


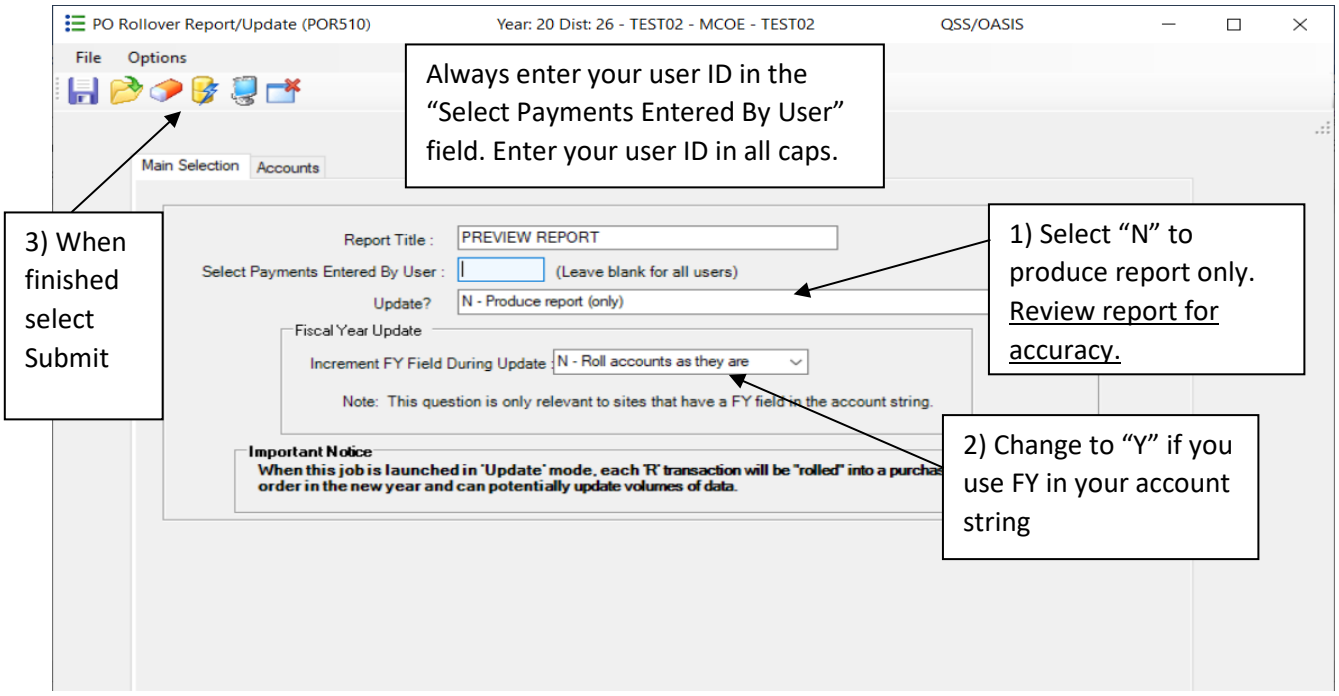
PURCHASE ORDERS (PO)





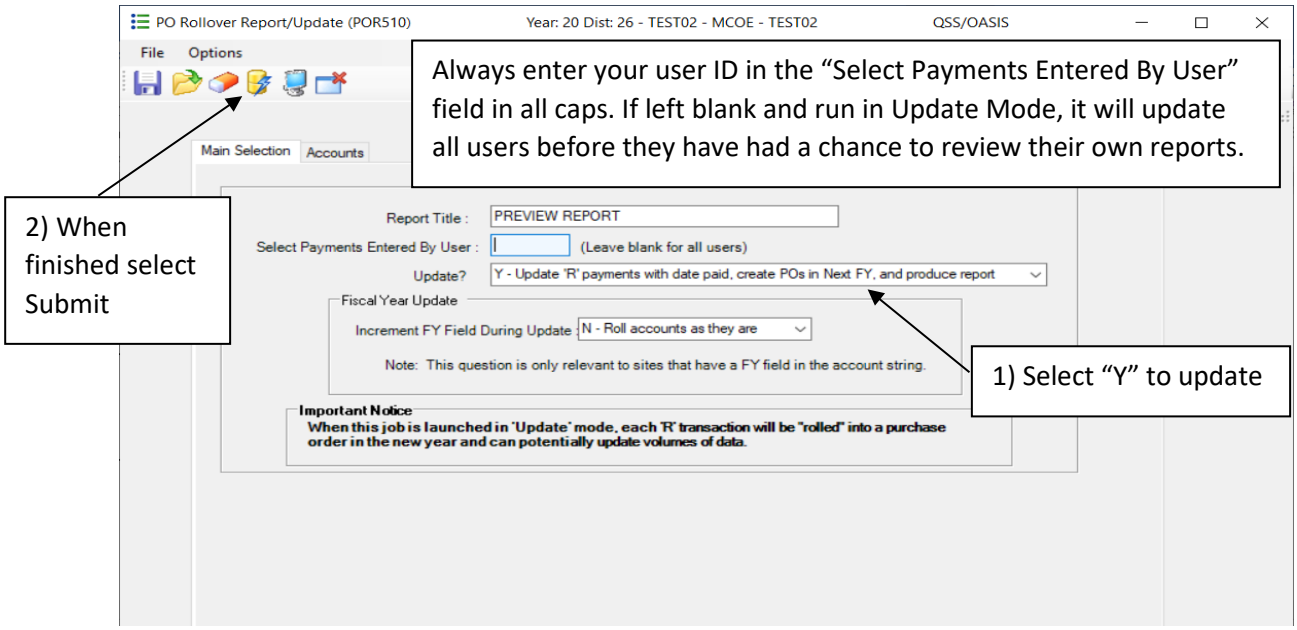
PURCHASE ORDERS (PO)

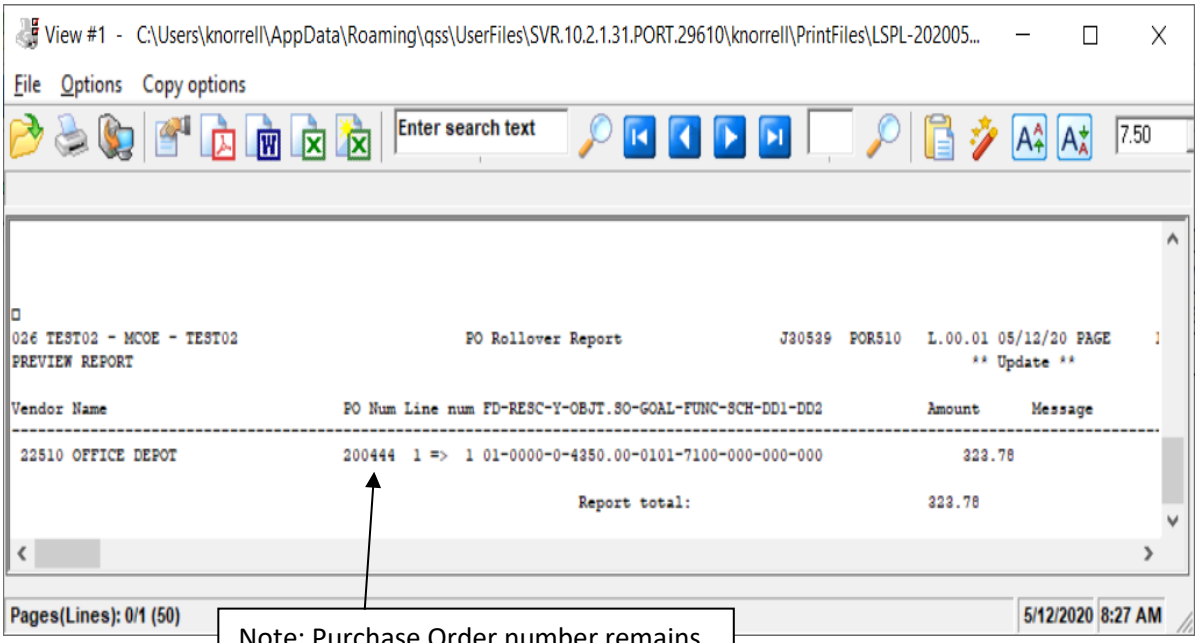




(You can run the PO Rollover Report/Update as many times as needed)

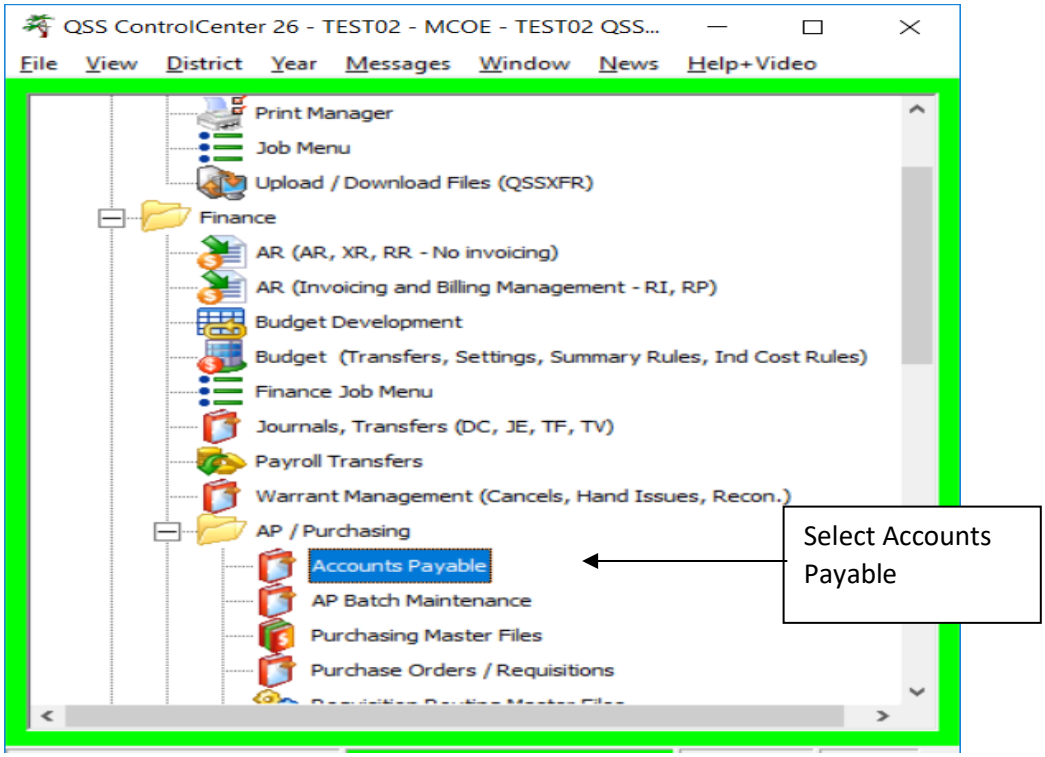
After reviewing report for accuracy and no changes needed. Rerun the same report but now in Update? Box, select, **Y-Update "R" payments with date paid, create PO's in Next FY, and produce report** from the dropdown options to make the changes.

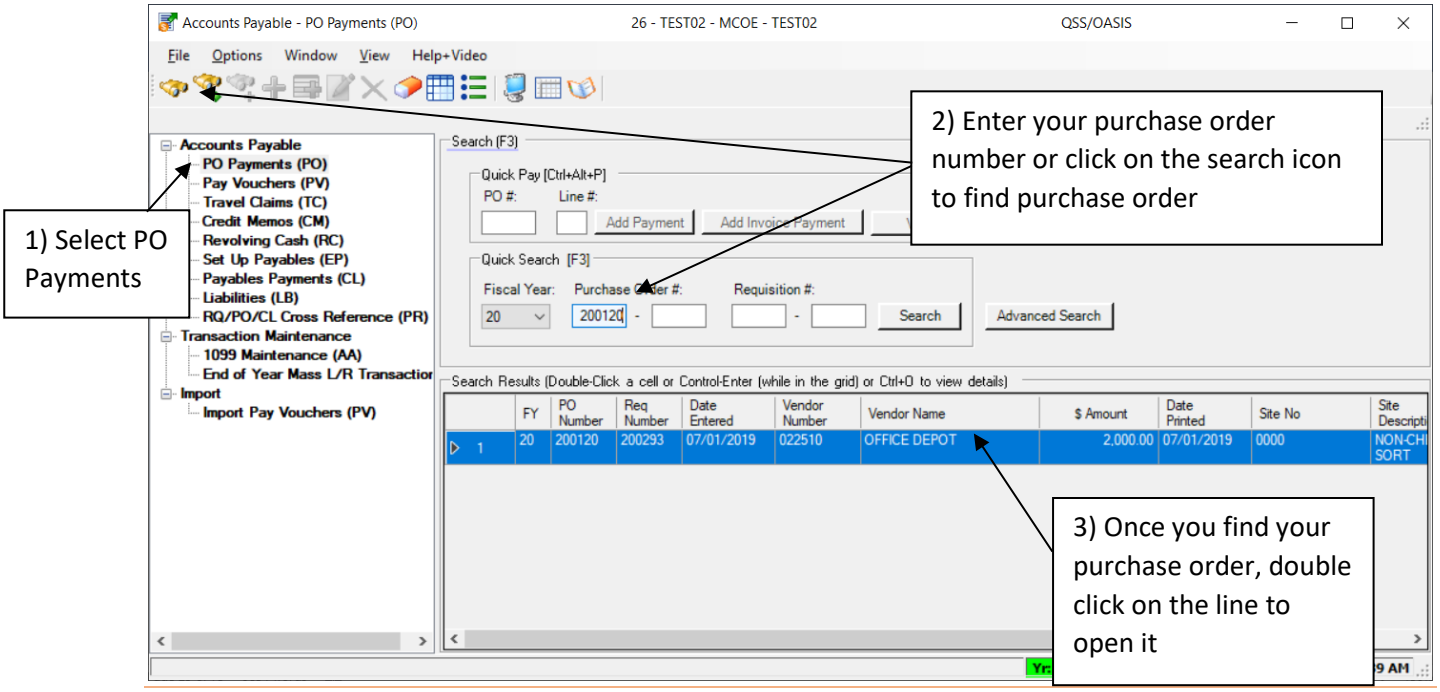




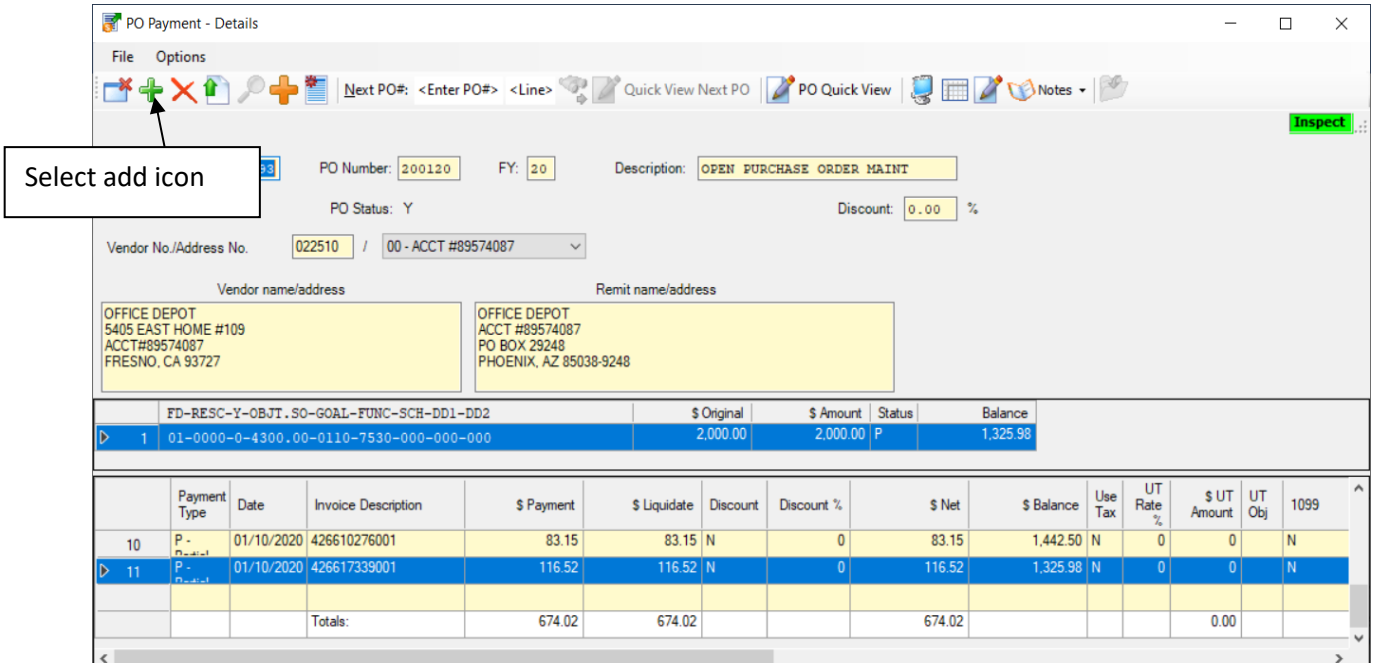
CLOSING A PO (LIQUIDATING THE ENCUMBERED FUNDS)

You would use this process if goods and services have not been received by June 30th and you do not expect to receive them in the new fiscal year.

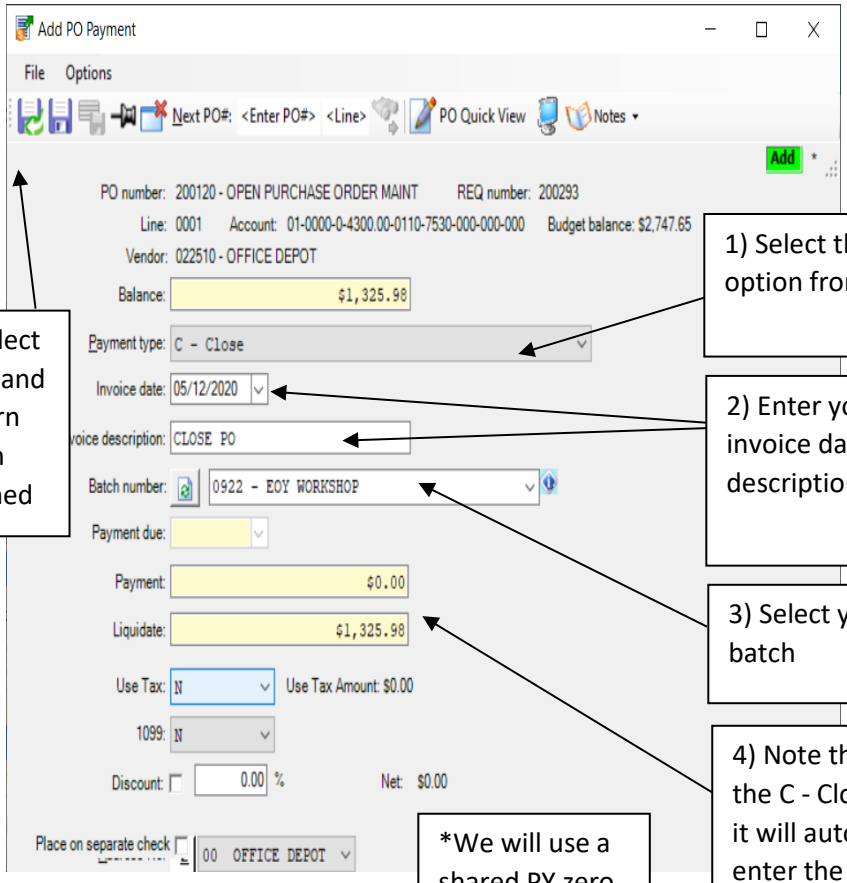




PURCHASE ORDERS (PO)



Select add icon



*Be specific with he reason you are closing the PO.

1) Select the Close option from the list

2) Enter your invoice date and description

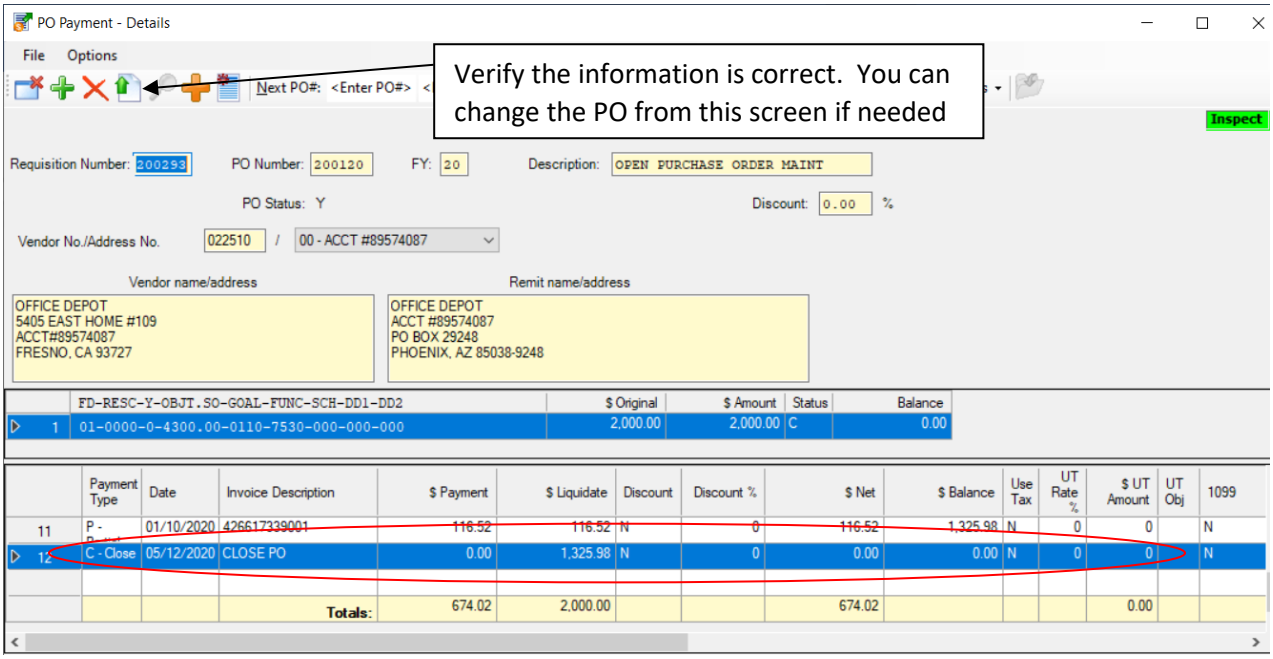
3) Select your open batch

4) Note that with the C - Close option, it will automatically enter the amount in the liquidate section

5) Select Save and Return when finished

*We will use a shared PY zero batch.

PURCHASE ORDERS (PO)



To close a Purchase Order after July 1st please send an email to finance@mcoe.org

NOTE: Districts are not able to Mass Close PO's, a request must be sent to finance@mcoe.org

Temporary Interfund Cash Transfer (Due To/From)

Education Code 42603 states that the governing board of any school district may direct that monies held in any fund or account be temporarily transferred to another fund or account of the district, for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts, and shall not be available for appropriation, or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum monies held in any fund or account during a current fiscal year may be transferred.

As noted above, Education Code 42603 delineates the requirements regarding temporary interfund cash transfers. Board approval is required before making these transfers. To facilitate this process, school districts may wish to obtain board approval for the Merced County Office of Education (MCOE) to make the transfers for cash-flow purposes, as the needs arise, based on authorization by the Chief Business Official (CBO), Superintendent, etc. Attached is a sample resolution that may be used for this purpose. This is a recommended procedure and without it, a special board meeting would have to be called every time a transfer is necessary.

TEMPORARY INTERFUND CASH TRANSFER (DUE TO/FROM)

CASH BORROWING RESOLUTION

Temporary Interfund Cash Borrowing

_____District

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42603 and 42603.1, and;

WHEREAS, the following restrictions apply to this authorization:

1. For fiscal year:_____.
2. Amount shall not exceed 75 percent of any moneys held in any fund.
3. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
4. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year.
5. The amounts borrowed shall be **repaid** either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the governing board of the _____ District hereby authorizes the borrowing of cash between all of the district funds.

Dated: _____, 20XX

_____
Board President

_____
Board Vice President

_____
Board Clerk

_____
Member

_____
Member

Due To/From Example

Due To/From are used for temporary borrowing of cash. Education Code Section 42603 provides that the "transfer" shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account (CSAM, Page 730-1).

Due To/From are also used to transfer indirect cost at end of year between funds. The Due To/From Setup and the Transfer of funds can be done in one TF. The Setup and Clearing TF's can be done on the same day.

DUE TO/FROM - CROSSING FY

To Set up Temporary Loan before June 30th *(must be logged in the prior year)*

Fund	*Object*	*Debit*	*Credit*	*Notes*
01	9319	$ 50.00		Due from other funds
13	9619		$ 50.00	Due to other funds

To Clear Temporary Loan after July 1st *(must be logged in the new year)*

Fund	*Object*	*Debit*	*Credit*	*Notes*
01	9310		$ 50.00	Due from other funds
13	9610	$ 50.00		Due to other funds

Example: Set up Due To/From in Current Year with transfer of indirect funds

FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	Debit	Credit	Description
11-6371-0-7350.00-4630-7210-200-000-000	1,217.96	0.00	EOY 22-23 INDIRECT 5%
01-0000-0-7350.00-0110-7210-000-000-000	0.00	1,217.96	EOY 22-23 INDIRECT 5%
01-0000-0-9319.00-0000-0000-000-000-000	1,217.96	0.00	DUE FROM FD 11
11-6371-0-9619.00-0000-0000-000-000-000	0.00	1,217.96	DUE TO FD 01
Total:	**2,435.92**	**2,435.92**	

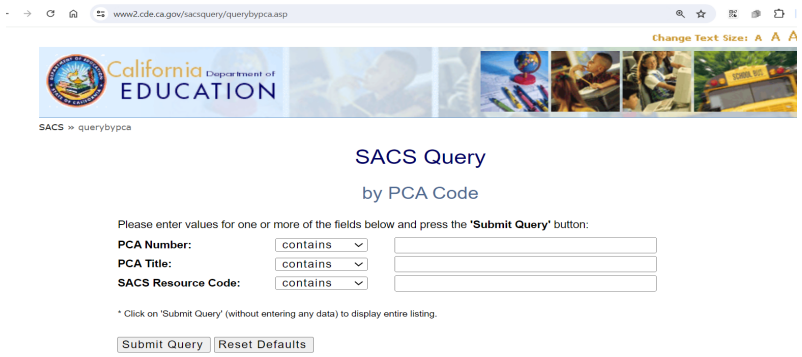
Example: Clearing Due To/From in New Year

FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	Debit	Credit	Description
01-0000-0-9310.00-0000-0000-000-000-000	0.00	1,217.96	CLE DUE FROM FD 11
11-6371-0-9610.00-0000-0000-000-000-000	1,217.96	0.00	CLR DUE TO FD 01
Total:	**1,217.96**	**1,217.96**	

Deferred Revenue

Unearned Programs – are generally Federal programs within the Resource 3XXX – 5XXX range, however, there are some State programs 6XXXs (example: 6053) and 7XXXs (example: 7422). *Note make sure you check each resource to determine if it is an Unearned Revenue or Ending Fund Balance Program).*

SACS Query: https://www2.cde.ca.gov/sacsquery/querybypca.asp



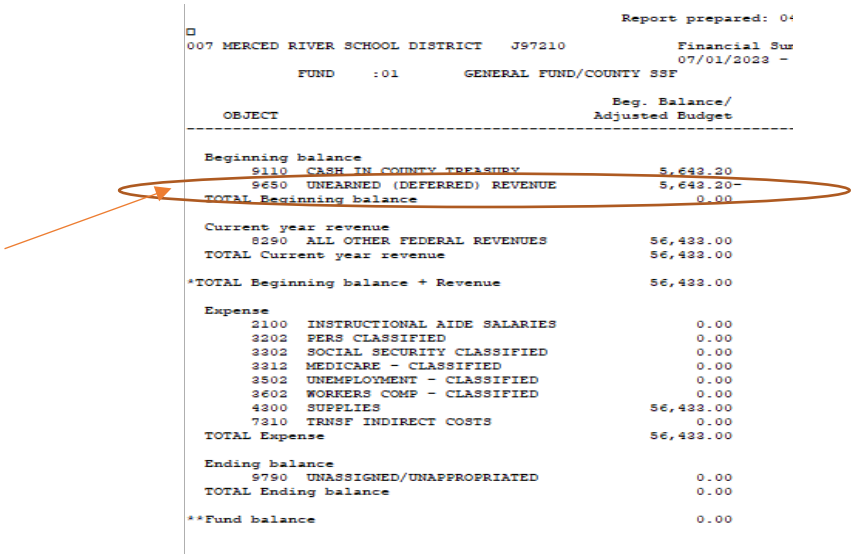
Unearned Revenue Programs <u>must balance to zero</u>, therefore at the end of year, if there is a positive ending fund balance, you will need to set up Deferred Revenue (Deferred Revenue is defined as funds received, not spent).

Before setting up Deferred Revenue (DR) for the prior year, you must clear all DRs that were set up in the previous year. *Note: Deferred Revenue should be cleared immediately after setting them up.*

1. Run a FAR300 by resource for all your Unearned Programs

   Example of where Deferred Revenue is located on the FAR300:

   Note: 9659 D/R Setup rolls into 9650 in the new year.



```
                                                    Report prepared: 04
007 MERCED RIVER SCHOOL DISTRICT   J97210              Financial Sum
                                                       07/01/2023 -
            FUND    :01        GENERAL FUND/COUNTY SSF

                                                 Beg. Balance/
   OBJECT                                      Adjusted Budget
-------------------------------------------------------------------

  Beginning balance
       9110  CASH IN COUNTY TREASURY                  5,643.20
       9650  UNEARNED (DEFERRED) REVENUE              5,643.20-
  TOTAL Beginning balance                                 0.00

  Current year revenue
       8290  ALL OTHER FEDERAL REVENUES              56,433.00
  TOTAL Current year revenue                           56,433.00

*TOTAL Beginning balance + Revenue                     56,433.00

  Expense
       2100  INSTRUCTIONAL AIDE SALARIES                   0.00
       3202  PERS CLASSIFIED                               0.00
       3302  SOCIAL SECURITY CLASSIFIED                    0.00
       3312  MEDICARE - CLASSIFIED                         0.00
       3502  UNEMPLOYMENT - CLASSIFIED                     0.00
       3602  WORKERS COMP - CLASSIFIED                     0.00
       4300  SUPPLIES                                 56,433.00
       7310  TRNSF INDIRECT COSTS                          0.00
  TOTAL Expense                                        56,433.00

  Ending balance
       9790  UNASSIGNED/UNAPPROPRIATED                     0.00
  TOTAL Ending balance                                      0.00

**Fund balance                                              0.00
```

DEFERRED REVENUE

Example of a FAR300 BEFORE the Deferred Revenue has been cleared:

07/01/2023 - 06/02/2023

FUND :01 GENERAL FUND/COUNTY SSF

OBJECT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Beginning balance						
9110 CASH IN COUNTY TREASURY	5,643.20	0.00	0.00	0.00	5,643.20	
9650 UNEARNED (DEFERRED) REVENUE	5,643.20-	0.00	0.00	0.00	5,643.20-	
TOTAL Beginning balance	0.00	0.00	0.00	0.00	0.00	
Current year revenue						
8290 ALL OTHER FEDERAL REVENUES	56,433.00	0.00	0.00	0.00	56,433.00	0.0
TOTAL Current year revenue	56,433.00	0.00	0.00	0.00	56,433.00	
*TOTAL Beginning balance + Revenue	56,433.00	0.00	0.00			*
Expense						
4300 SUPPLIES	56,433.00	0.00	0.00	0.00	56,433.00	0.0
7310 TRNSF INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	N/A
TOTAL Expense	56,433.00	0.00	0.00	0.00	56,433.00	
Ending balance						
9790 UNASSIGNED/UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	
TOTAL Ending balance	0.00	0.00	0.00	0.00	0.00	
**Fund balance	0.00	0.00	0.00			**

Example of a FAR300 After the Deferred Revenue has been cleared:

J35479 Financial Summary Report FAR300 L.00.09 12/08/23 08:28 PAGE 1

FAR300 RS3214 Cleared DF 07/01/2023 - 06/30/2024

FUND :01 GENERAL FUND/COUNTY SSF RESOURCE:3214 ESSER III - LEARNING LOSS

OBJECT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Beginning balance						
9110 CASH IN COUNTY TREASURY	5,643.20	0.00	0.00	0.00	5,643.20	
9650 UNEARNED (DEFERRED) REVENUE	5,643.20-	5,643.20	5,643.20	0.00	0.00	
TOTAL Beginning balance	0.00	5,643.20	5,643.20	0.00	5,643.20	
Current year revenue						
8290 ALL OTHER FEDERAL REVENUES	56,433.20	5,643.20	5,643.20	0.00	50,790.00	10.0
TOTAL Current year revenue	56,433.20	5,643.20	5,643.20	0.00	50,790.00	
*TOTAL Beginning balance + Revenue	56,433.20	5,643.20	5,643.20			*
Expense						
1100 CERTIFICATED TEACHERS SALARIES	33,670.00	0.00	0.00	0.00	33,670.00	0.0
3101 STRS CERTIFICATED	6,421.00	0.00	0.00	0.00	6,421.00	0.0
3311 MEDICARE - CERTIFICATED	488.00	0.00	0.00	0.00	488.00	0.0
3401 HEALTH & WELFARE CERTIFICATED	8,226.00	0.00	0.00	0.00	8,226.00	0.0
3501 UNEMPLOYMENT - CERTIFICATED	18.00	0.00	0.00	0.00	18.00	0.0
3601 WORKERS COMP - CERTIFICATED	488.00	0.00	0.00	0.00	488.00	0.0
4300 SUPPLIES	7,112.20	0.00	0.00	0.00	7,112.20	0.0
7310 TRNSF INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	N/A
TOTAL Expense	56,433.20	0.00	0.00	0.00	56,433.20	
Ending balance						
9790 UNASSIGNED/UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	
TOTAL Ending balance	0.00	0.00	0.00	0.00	0.00	
**Fund balance	0.00	5,643.20	5,643.20			**

Deferred Revenue Example

Clear any Deferred Revenue from prior year before setting up any new Deferred Revenue for current fiscal year being closed.

To Clear Existing Deferred Revenue - Prior Year(s)

Fund	*Object*	*Debit*	*Credit*	*Notes*
01	9650	$ 50,000		Clear Deferred Revenue
01	8XXX		$ 50,000	Deferred Revenue

To Set up (current fiscal year you are closing)

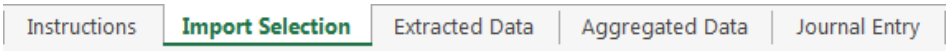
Fund	*Object*	*Debit*	*Credit*	*Notes*
01	9659		$ 50,000	Set Up Deferred Revenue
01	8XXX	$ 50,000		Deferred Revenue

Note: Deferred Revenues that are set up in the prior year, can be cleared immediately in the new Fiscal Year as soon as they are established; there is no need to wait because the money has already been received.

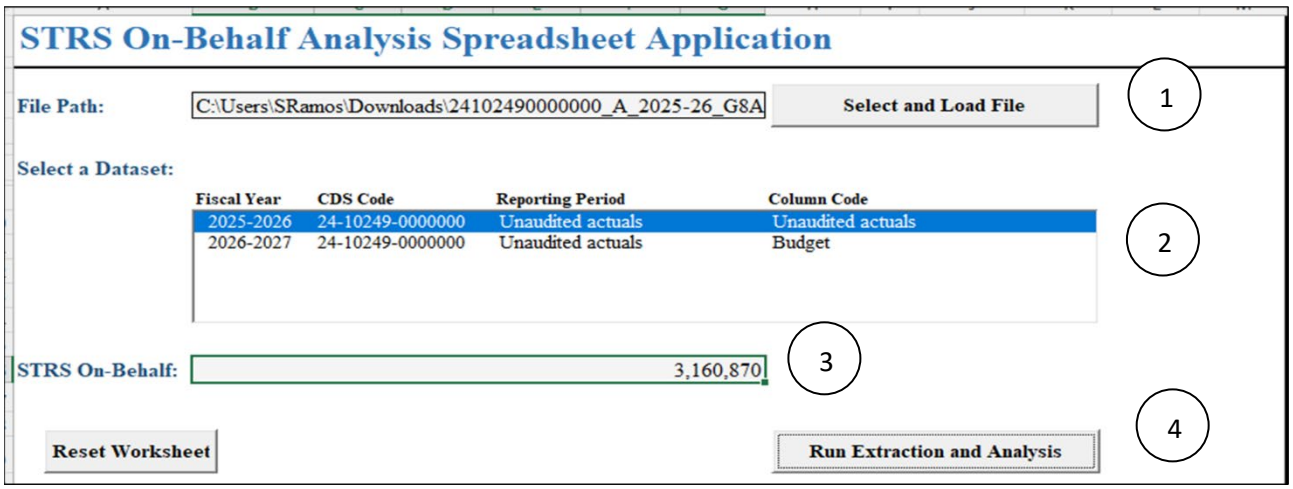
STRS On-Behalf

Please note: This step is completed after you have balanced all your resources. You will need the STRSONBEHALF.XLSM workbook, the SACS Download file and the STRS On-Behalf amounts in order to proceed which is sent via email from MCOE External.

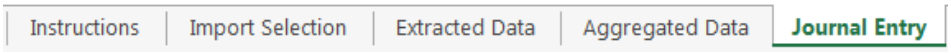
- Open the STRSONBEHALF.XLSM workbook and select the tab named “Import Selection”.



1) Click on “Select and Load File” and locate the Unaudited Actuals QSS Export file that you will be using to Upload into SACS
2) Once you have loaded the file, highlight the Unaudited Actuals file in the “Select a Dataset” window
3) Enter your STRS on-Behalf amount for your district from the MCOE STRS On-Behalf and Estimates PDF
4) Click on “Run Extraction and Analysis”

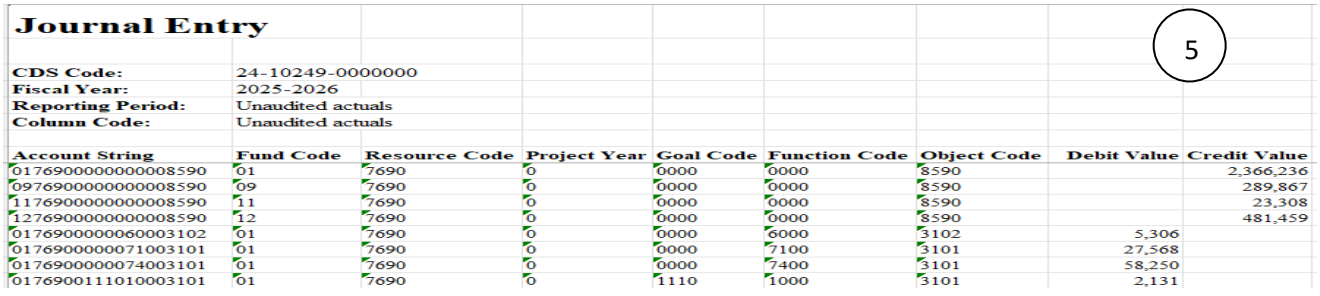


- In the STRSONBEHALF.XLSM workbook, select the “Journal Entry” Tab



5) Post the account transactions from the journal entry tab in a TF in QSS, then create a new Unaudited Actuals QSS Export

Note: this must be completed before completing your supplemental forms.



Indirect Costs Rates

Indirect Cost can be charged on select programs so that districts can recuperate their administrative costs of running that program. If you are unsure if you can collect Indirect Cost for a certain program, you can look up the Resource number in the SACS Query: https://www2.cde.ca.gov/sacsquery/querybypca.asp
If it states, "LEA Approved Rate" you can charge your LEA's Indirect cost rate. Some programs have their own Indirect Cost rates.

Post Indirect Cost by Resource (using Object 7310, Function 7210) with an offset for all resources to General Fund 01 (RS 0000).

Note: Cafeteria Rate is the lesser of the LEA rate or prior year Cafeteria rate (Object 7350, Function 7210) and will need to be set up as a Due To/From after June 30th.



SACS » querybypca » pcalist » pcadetail

SACS Query

PCA/Resource Detail

SACS Resource Code:	3010
SACS Title:	ESSA: Title I, Part A, Basic Grants Low-Income and Neglected
Friendly Title:	ESEA (ESSA): Title I, Part A, Basic Grants Low-Income and Neglected
SACS Revenue Object Code:	8290
PCA Number:	14329
PCA Title:	TITLE I PART A. BASIC GRANTS/FF
CFDA Number:	84.010
Unearned Revenue/Ending Fund Balance:	U
Allowable Indirect Cost Rate	LEA Approved Rate
Program Unit:	Student Achievement and Support Division
Program Contact:	Title I Policy, Program, and Support Office TitleI@cde.ca.gov

Example of Title I (RS 3010):

Title I Part A

Ln	Dist	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	Debit	Credit	Description
1	017	01-3010-0-1100.00-1110-1000-000-000-000	22,965.00	0.00	Title I Sal from RS0000
2	017	01-3010-0-3101.00-1110-1000-000-000-000	4,331.63	0.00	Title I Ben from RS0000
3	017	01-3010-0-3311.00-1110-1000-000-000-000	328.84	0.00	Title I Ben from RS0000
4	017	01-3010-0-3501.00-1110-1000-000-000-000	113.39	0.00	Title I Ben from RS0000
5	017	01-3010-0-3601.00-1110-1000-000-000-000	204.11	0.00	Title I Ben from RS0000
6	017	01-0000-0-1100.00-1110-1000-000-000-000	0.00	22,965.00	Title I Salary to RS3010
7	017	01-0000-0-3101.00-1110-1000-000-000-000	0.00	4,331.63	Title I Ben to RS3010
8	017	01-0000-0-3311.00-1110-1000-000-000-000	0.00	328.84	Title I Ben to RS3010
9	017	01-0000-0-3501.00-1110-1000-000-000-000	0.00	113.39	Title I Ben to RS3010
10	017	01-0000-0-3601.00-1110-1000-000-000-000	0.00	204.11	Title I Ben to RS3010
11	017	01-3010-0-7310.00-0000-7210-000-000-000	4,084.70	0.00	IDC 10.05% to RS0000
12	017	01-0000-0-7310.00-0000-7210-000-000-000	0.00	4,084.70	IDC 10.05% from RS3010
		Total:	32,027.67	32,027.67	

INDIRECT COSTS RATES

Indirect Cost Rates: http://www.cde.ca.gov/fg/ac/ic/index.asp

Approved Rates. For use with state and federal programs, as allowable in:

County Code	LEA Code	Type	LEA Name	2022–23 (based on 2020–21 expenditure data)	2023–24 (based on 2021–22 expenditure data)	2024–25 (based on 2022–23 expenditure data)	2025–26 (based on 2023–24 expenditure data)	2026–27 (based on 2024–25 expenditure data)
24	10249	C	Merced County Superintendent	7.99%	8.07%	8.15%	8.18%	8.23%
24	65631	D	Atwater Elementary	5.25%	5.27%	4.17%	3.98%	4.22%
24	65649	D	Ballico-Cressey Elementary	4.06%	4.19%	6.65%	5.30%	3.67%
24	65680	D	El Nido Elementary	7.96%	8.43%	9.81%	8.42%	7.75%
24	65698	D	Hilmar Unified	5.45%	3.72%	7.60%	8.28%	7.49%
24	65722	D	Le Grand Union Elementary	8.32%	9.33%	8.93%	5.75%	7.08%
24	65730	D	Le Grand Union High	8.58%	5.61%	5.95%	6.73%	4.38%
24	65748	D	Livingston Union	7.89%	7.72%	8.78%	7.92%	8.29%
24	65755	D	Los Banos Unified	5.93%	7.38%	7.18%	4.21%	4.93%
24	65763	D	McSwain Union Elementary	6.75%	10.02%	5.86%	4.89%	7.72%
24	65771	D	Merced City Elementary	5.46%	4.38%	6.32%	5.66%	4.36%
24	65789	D	Merced Union High	4.60%	3.58%	4.66%	7.19%	9.17%
24	65813	D	Plainsburg Union Elementary	4.63%	3.99%	7.86%	6.94%	5.24%
24	65821	D	Planada Elementary	7.53%	9.61%	9.51%	8.72%	8.54%
24	65839	D	Snelling-Merced Falls Union Elementary	10.05%	4.78%	5.13%	5.66%	5.58%
24	65862	D	Weaver Union Elementary	6.48%	5.41%	5.59%	7.09%	7.88%
24	65870	D	Winton Elementary	5.50%	5.27%	7.07%	8.67%	5.68%
24	73619	D	Gustine Unified	3.03%	3.99%	5.75%	6.20%	10.36%
24	73726	D	Merced River Union Elementary	2.53%	2.03%	2.22%	2.53%	2.77%
24	75317	D	Dos Palos Oro Loma Joint Unified	7.63%	8.09%	12.45%	9.91%	6.36%
24	75366	D	Delhi Unified	7.85%	7.45%	9.62%	8.56%	7.73%
24	76448	J	East Merced Co. Public Facilities Fin. Auth.	0.00%	0.00%	0.00%	0.00%	0.00%

Third-Party Audit Costs Account Code – SACS Function Code

California School Accounting Manual 2024

http://www.cde.ca.gov/fg/ac/sa/

Procedure 325 Function (Activity) Classification

7190 **External Financial Audit—Single Audit**. Annual independent financial audits conducted pursuant to both *Education Code* Section 14503 and the Single Audit Act as required for LEAs that expend more than $1,000,000 in federal funds. Costs in this function are included in the LEA's indirect cost pool (refer to "Indirect Cost Rate Worksheet," page 915-9).

7191 **External Financial Audit—Other.** Annual independent financial audits conducted pursuant to *Education Code* Section 14503, where the LEA expends less than $1,000,000 in federal funds and a single audit is not required.

Interest Earned

Interest Allocation Daily Cash Balances

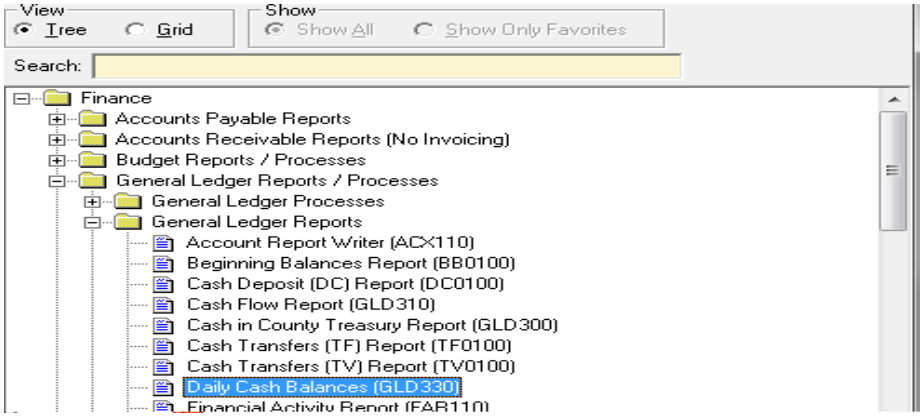
(GLD330) Used for general interest allocation, including Federal Interest Allocation

The Average Daily Cash Balance (GLD330) report was written to integrate the Federal Interest Allocation guidelines into the QSS software. These instructions will cover:

- Federal interest allocation calculation
- Instructional Materials interest allocation*
- Special Education interest (reportable to MCOE Special Education)

* This can also be used to calculate interest on TRAN proceeds assuming the proceeds are tracked in a separate fund/resource.



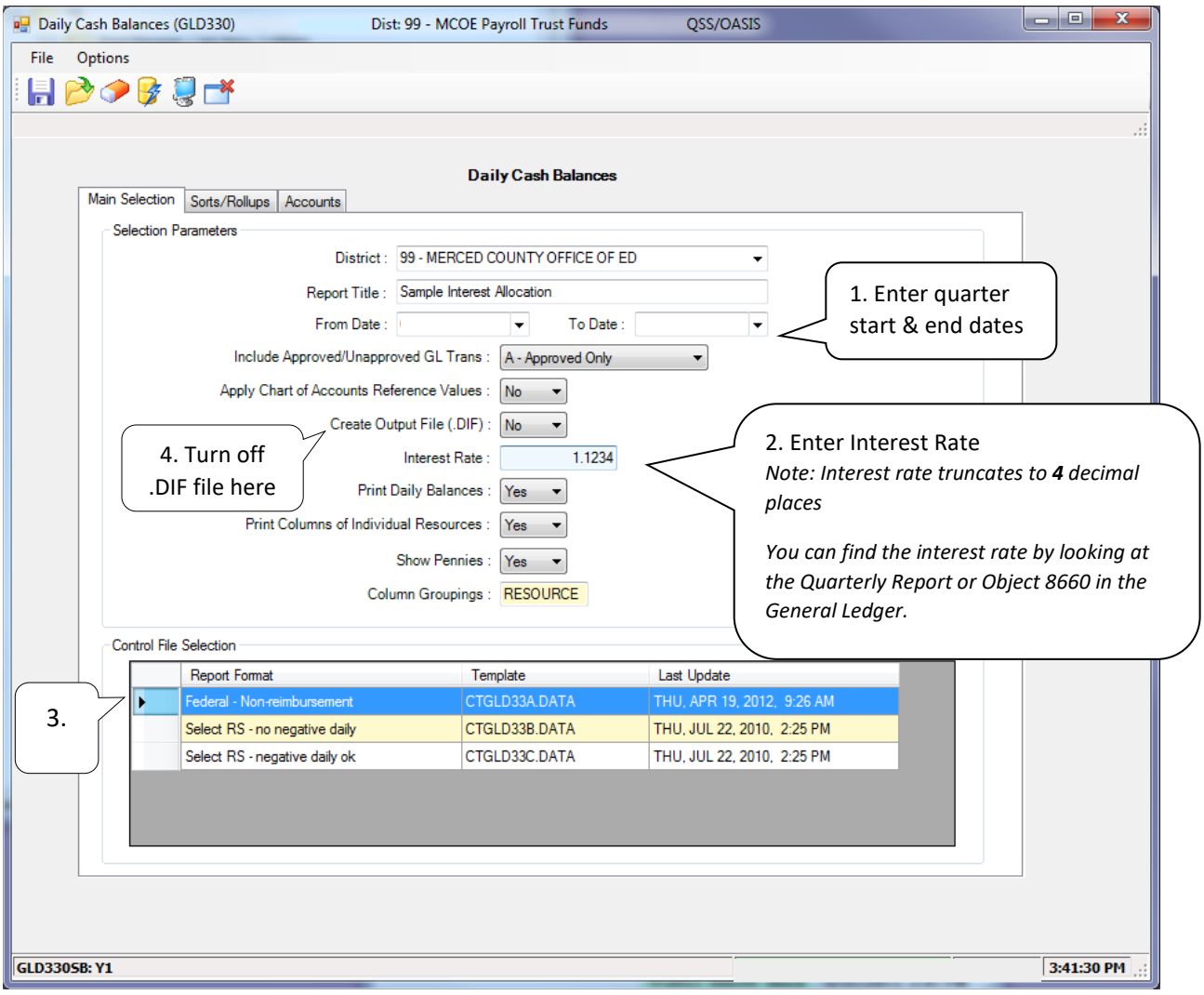


FEDERAL INTEREST ALLOCATION

The Federal Interest Allocation guidelines operate with the following assumptions:

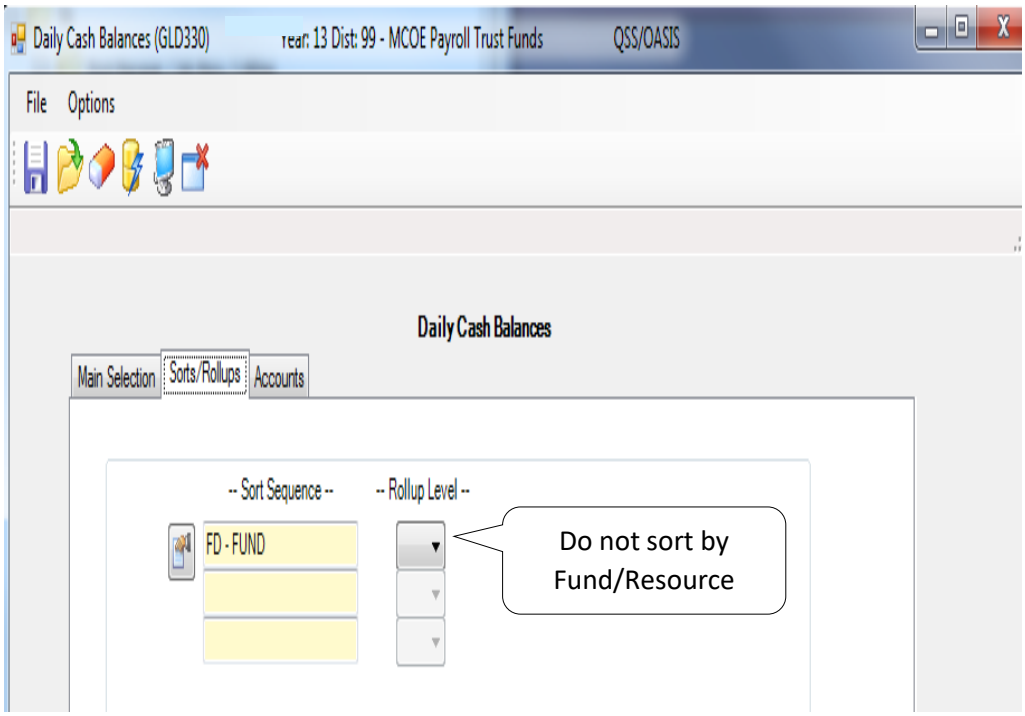
- Reimbursement-based and Child Nutrition resources are excluded from the calculation.
- Applicable Federal resources are netted together to create Daily Cash Balance, a figure used in the calculation.
- For calculation purposes, Daily Cash Balance cannot be negative (less than $0)

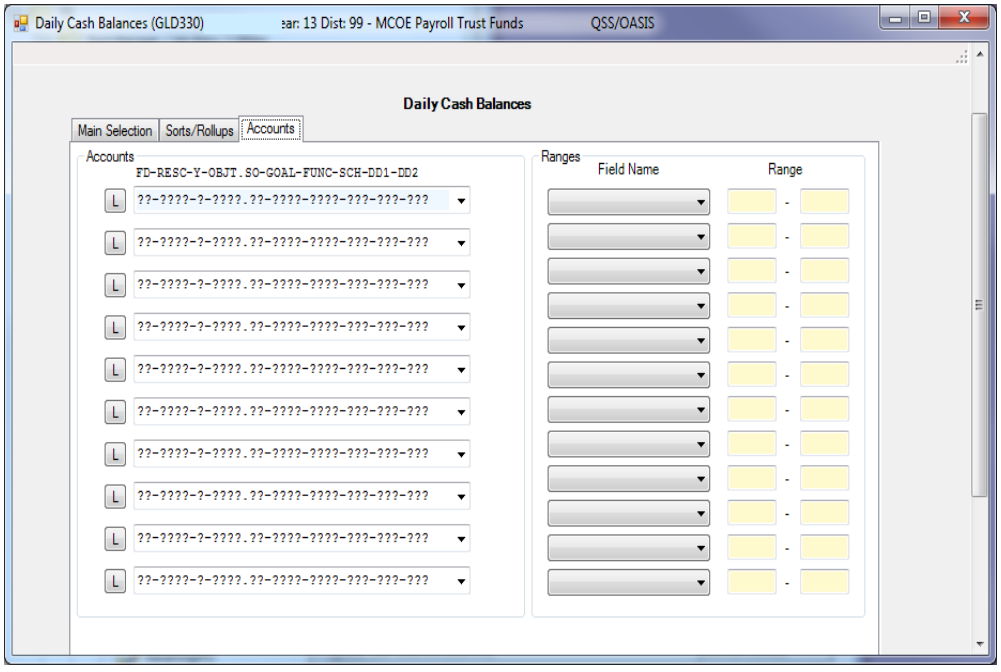
Note: Calculate interest only for periods where all entries have been completed and approved--including end of year close before calculating 4th quarter interest allocation.



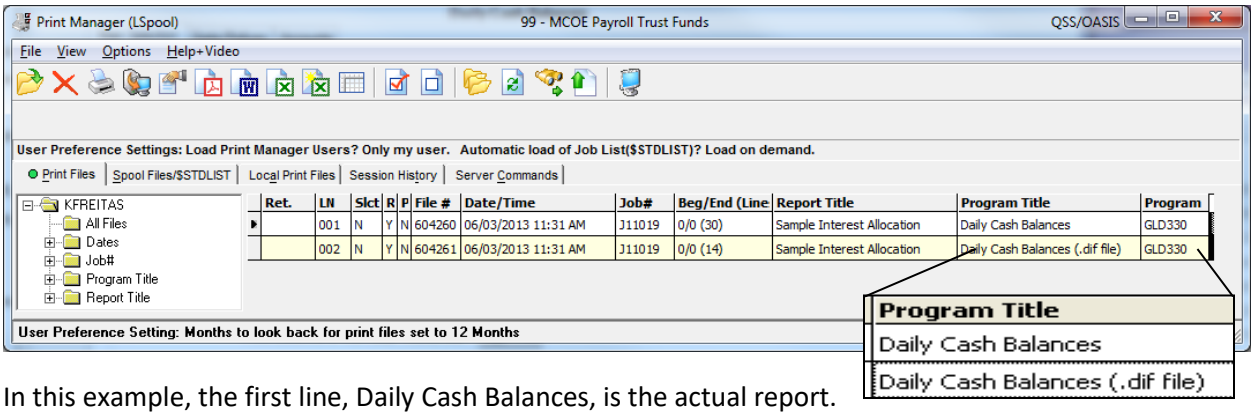
1. Enter the date range. For example, we are paid interest on a quarterly basis, so the example uses:
   From Date: **07/01/20XX** To Date: **09/30/20XX**
2. Enter the Interest Rate received for this period. This example uses: Interest Rate: **1.1234**

3. Make sure the correct Report Format is selected for this purpose. You want: **Federal – Non-reimbursement**
4. Leave the rest of the options as they are prefilled. *Note: You may wish to turn off the ".DIF" file. (recommended)*





5. Press Ctrl+S ( ) to run the report.
6. After the job processes, you should be able to see two items in your Print Manager. *Note: If you turned off the ".DIF" file earlier, you will only see one item in the Print Manager, "Daily Cash Balances".*



In this example, the first line, Daily Cash Balances, is the actual report. The second line, Daily Cash Balances (.dif file), is an Output File that you can use to easily copy the information into Excel.

Since it isn't necessary for our immediate process, we won't go into the Excel export other than to say select the Daily Cash Balances (.dif file) in Print Manager and click Ctrl-L ( ).

Reviewing the Report (sample report is from a previous year)

There are a couple of different sections of the report that you should be aware of.

A. summary/total
B. calculation
C. resource detail

A. Summary/Total

The total column demonstrates the net daily cash balance across all applicable Federal Resources. This section is only informational.

```
99 School District              Daily Cash Balances GLD330 07/26/11 11:15    PAGE 1
Sample Interest               07/01/2011 - 09/30/2011

     FUND    :01       GENERAL FUND/COUNTY SSF

                                  Non-reimb          Total
                                     Federal
-------------------------------------------------------------------------------
20110701.........9110:9110      350,133.93      350,133.93
20110702.........9110:9110      350,133.93      350,133.93
20110703.........9110:9110      350,133.93      350,133.93
20110704.........9110:9110      350,133.93      350,133.93
```

20110705.....9110:9110	350,133.93	350,133.93
20110706.....9110:9110	350,133.93	350,133.93
20110707.....9110:9110	350,133.93	350,133.93
20110708.....9110:9110	350,133.93	350,133.93
20110709.....9110:9110	380,169.93	380,169.93
20110710.....9110:9110	380,169.93	380,169.93
20110711.....9110:9110	380,169.93	380,169.93
20110712.....9110:9110	380,169.93	380,169.93

B. Calculation

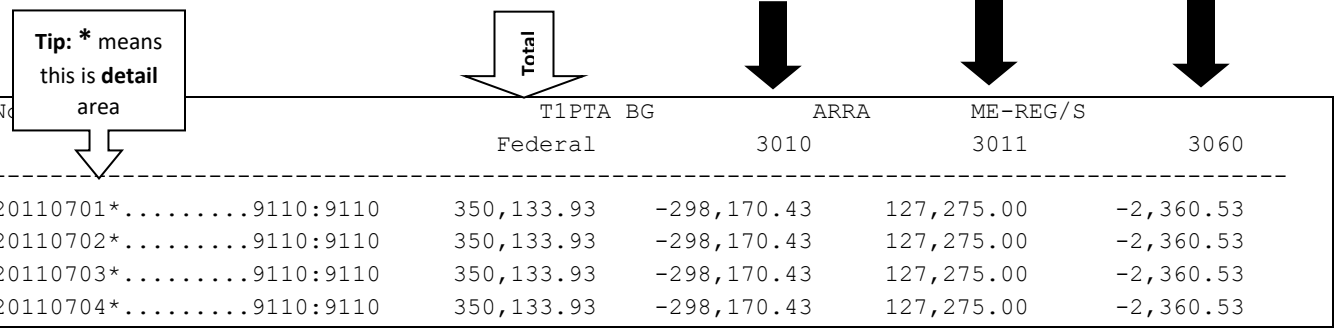
The calculation section applies the calculation formula as defined in the CDE guidance. **The "Interest Due" is the amount payable to the state for the period.**

Total of Daily Balances	31,176,715.84
Average Daily Balance	338,877.35
Annual Interest	3,347.77
Daily Interest	9.17
Interest Due	843.64

C. Resource Detail

The state requires a **list of resources** included in the calculation as back-up for the payment. You can find your list of resources by browsing the column headings of section.

The first column is a total column that ties back to the summary section. The columns following are the actual daily cash balances by resource. Any resource included in this list has been included in the calculation.



		T1PTA BG	ARRA	ME-REG/S	
		Federal	3010	3011	3060
20110701*.....9110:9110	350,133.93	-298,170.43	127,275.00	-2,360.53	
20110702*.....9110:9110	350,133.93	-298,170.43	127,275.00	-2,360.53	
20110703*.....9110:9110	350,133.93	-298,170.43	127,275.00	-2,360.53	
20110704*.....9110:9110	350,133.93	-298,170.43	127,275.00	-2,360.53	

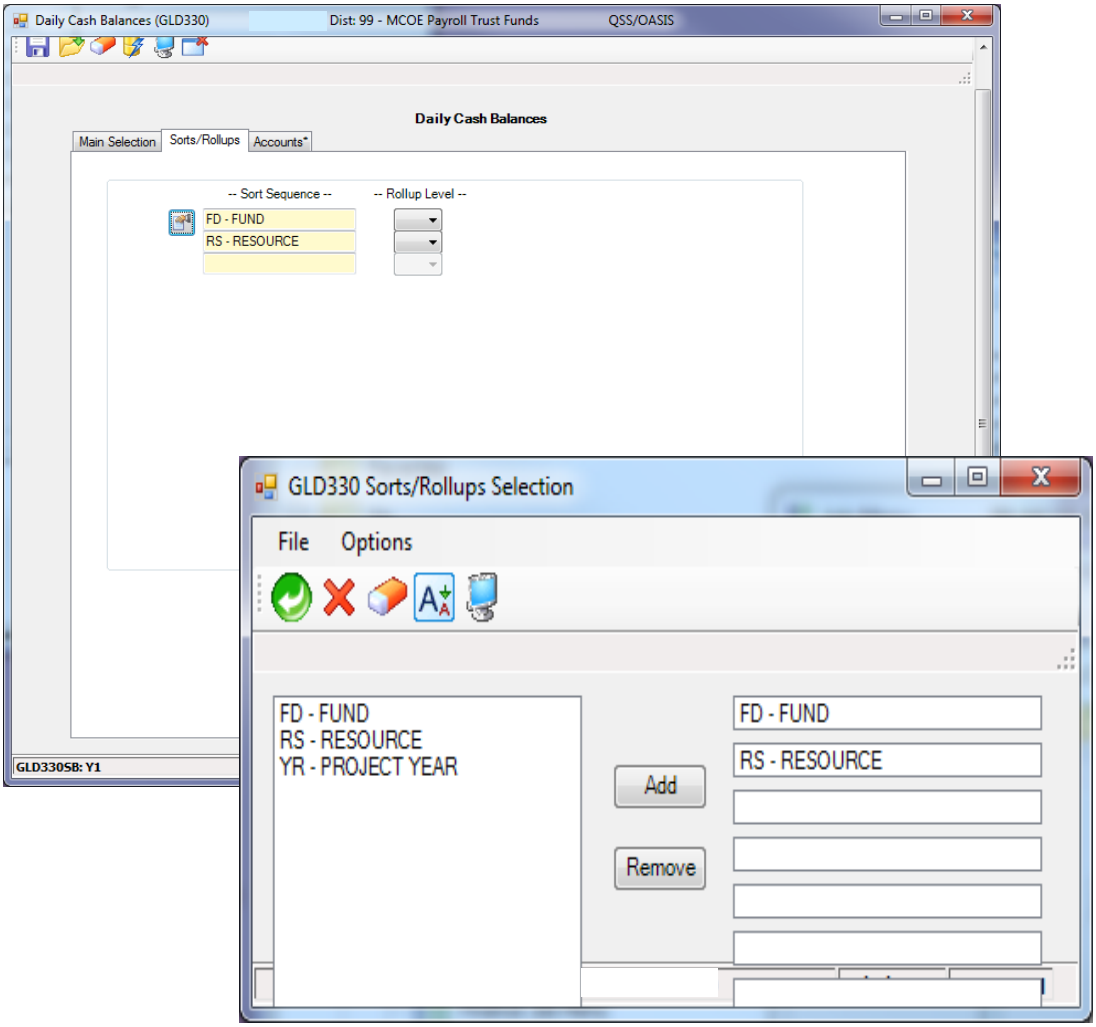
Continue through the report to find all of the resources included in the calculation:



Non-reimb (Continued)	SE ARRA 3313	SE ARRA 3319	SE ARRA 3324	TCHQUALT 4035
20110701*.....9110:9110	84,633.00	4,948.00	7,274.00	-65,228.38
20110702*.....9110:9110	84,633.00	4,948.00	7,274.00	-65,228.38
20110703*.....9110:9110	84,633.00	4,948.00	7,274.00	-65,228.38
20110704*.....9110:9110	84,633.00	4,948.00	7,274.00	-65,228.38

Review this list. Report any resources that should be included or excluded immediately to District Services. Please note that there are three different reviews in which the Federal interest calculation will be audited—the yearly audit, CPM review, and specialized audits through the state. We want to keep the resources included/excluded up to date to prevent any future problems.

Additionally, go back to the Sort/Rollups tab and add "Resource" so you receive the calculated interest for the individual resources.



INTEREST EARNED

To submit to the State:

1. Identify the payment as "**Federal Interest Returned**."

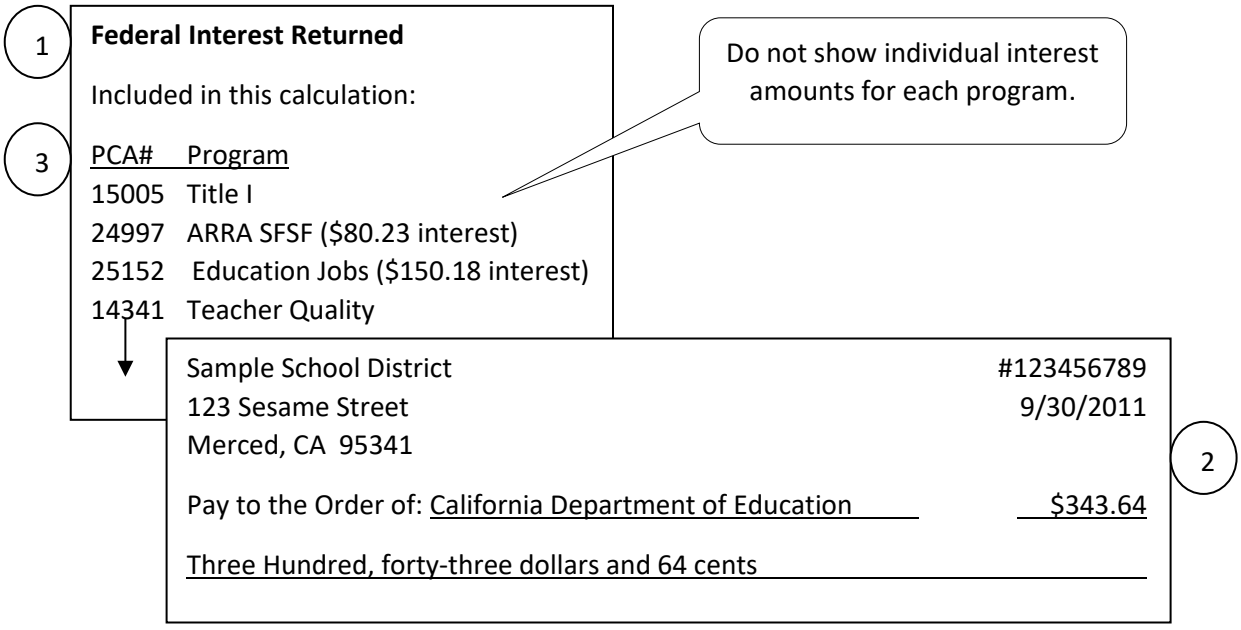
2. Include a **warrant** for total allocated interest (don't forget to keep the $500/year for administrative expenses)

3. **List of programs** included in the calculation, including the **PCA number**.
   Tip: Find PCA numbers on your audit report or through the CDE SACS Query:
   http://www2.cde.ca.gov/sacsquery/querybyresource.asp

4. Mail to:

California Department of Education
Cashiers Office
P.O. Box 515006
Sacramento, CA 95851

Please note that we are required to remit interest allocation payments to the state on a regular basis, at least quarterly. Since we receive interest on a quarterly basis, this calculation/remittance should be completed quarterly.



Note: $500 was deducted from the calculation for administrative expenses (once a year deduction).

Education Protection Account (RS 1400)

https://www.cde.ca.gov/fg/aa/pa/epa.asp

Pursuant to Article XIII, Section 36 of the California Constitution, school districts are required to determine how the funds received from the Education Protection Account (EPA) are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting. The California Department of Education believes this public meeting could be the annual budget adoption meeting. The language in the constitutional amendment requires that funds shall not be used for the salaries and benefits of administrators or any other administrative costs. (Sample Resolution is in this manual).

There is also a requirement that districts must annually post on their website an accounting of how much funds were received from EPA and how they were spent. A sample expenditure report is attached to this manual. Please note that in the sample revenue and expenditure report the expenditures are displayed by function code and not by object code.

Note: EPA Fourth Quarter Apportionment ARs are posted by MCOE, however, districts can use their entitlement amounts to close Resource 1400.

Education Protection Account: https://www.cde.ca.gov/fg/aa/pa/epa2526.asp

- Fiscal Year 2025-26 (Third Quarter Entitlement and Payment Schedule (XLSX)

Local Educational Agency	District Type	2025–26 P-1 EPA Entitlement (1400-8012)	Prior Year Annual Adjustment	2025–26 P-1 EPA Entitlement Net of 2024–25 Adjustment	3rd Quarter Payment March 2026
Merced Co. Office of Education	CO OFFICE	54,562	(140)	54,422	11,561
Merced Scholars Charter	CO OFFICE	888,132	21,883	910,015	226,014
Come Back Charter	CO OFFICE	17,094	-	17,094	2,334
Atwater Elementary	ELEMENTARY	11,930,524	286,265	12,216,789	3,368,825
Ballico-Cressey Elementary	ELEMENTARY	9,056	(7,357)	1,699	(38,257)
Ballico-Cressey Community Charter	ELEMENTARY	49,226	-	49,226	8,862
El Nido Elementary	ELEMENTARY	31,378	10	31,388	7,907
Hilmar Unified	UNIFIED	5,824,357	(131,038)	5,693,319	1,446,809
Le Grand Union Elementary	ELEMENTARY	859,706	19,695	879,401	254,346
Le Grand Union High	HIGH	1,583,265	70,690	1,653,955	472,399
Livingston Union	ELEMENTARY	6,139,841	145,115	6,284,956	1,708,519
Los Banos Unified	UNIFIED	27,691,884	779,185	28,471,069	7,976,664
McSwain Union Elementary	ELEMENTARY	2,219,312	52,145	2,271,457	623,605
Merced City Elementary	ELEMENTARY	26,579,557	615,832	27,195,389	7,538,777
Merced Union High	HIGH	33,013,386	815,711	33,829,097	9,435,830
Plainsburg Union Elementary	ELEMENTARY	22,134	-	22,134	5,742
Planada Elementary	ELEMENTARY	2,169,914	51,473	2,221,387	611,557
Snelling-Merced Falls Union Elementary	ELEMENTARY	11,202	-	11,202	2,863
Weaver Union	ELEMENTARY	7,341,055	172,888	7,513,943	2,078,872
Winton	ELEMENTARY	4,481,474	108,110	4,589,584	1,228,759
Gustine Unified	UNIFIED	4,239,051	105,096	4,344,147	1,139,953
Merced River Union Elementary	ELEMENTARY	776,324	16,702	793,026	246,258
Dos Palos Oro Loma Joint Unified	UNIFIED	5,774,754	137,123	5,911,877	1,610,575
Delhi Unified	UNIFIED	6,100,190	146,092	6,246,282	1,644,644
		$ 147,807,378	**$ 3,405,480**	**$ 151,212,858**	**$ 41,613,418**

SAMPLE EPA RESOLUTION

RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT

WHEREAS, the voters approved Proposition 30 on November 6, 20XX and Proposition 55 on November 8, 2016;

WHEREAS, Proposition 30 and Proposition 55 added Article XIII, Section 36 to the California Constitution;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether

the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution.

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of (your district name here);

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the (your district name here) has determined to spend the estimated $0 received from the Education Protection Act as attached.

DATED: _____

_____ Board Member

_____ Board Member

_____ Board Member

_____ Board Member

EDUCATION PROTECTION ACCOUNT (RS 1400)

SAMPLE EPA REVENUE & EXPENDITURES

Education Protection Account

Revenue & Expenditures through: June 30, _____

Fund 01 (General) - Resource 1400 (Education Protection Account)

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	
Revenue Limit Sources	8010-8099	
Federal Revenue	8100-8299	---------
Other State Revenue	8300-8599	---------
Other Local Revenue	8600-8799	---------
All Other Financing Sources and Contributions	8900-8999	---------
Deferred Revenue	9650	---------
TOTAL AVAILABLE		
EXPENDITURES AND OTHER FINANCING USES	**Function Codes**	
Instruction	1000-1999	
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	---------
AU of a Multidistrict SELPA	2200	---------
Instructional Library, Media, and Technology	2420	
Other Instructional Resources	2490-2495	
School Administration	2700	---------
Pupil Services		
Guidance and Counseling Services	3110	
Psychological Services	3120	
Attendance and Social Work Services	3130	
Health Services	3140	
Speech Pathology and Audiology Services	3150	
Pupil Testing Services	3160	
Pupil Transportation	3600	
Food Services	3700	
Other Pupil Services	3900	
Ancillary Services	4000-4999	
Community Services	5000-5999	
Enterprise	6000-6999	---------
General Administration	7000-7999	---------
Plant Services	8000-8999	
Other Outgo	9000-9999	
TOTAL EXPENDITURES AND OTHER FINANCING USES		
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		

Prepared by: _____

Fund 08 – ASB Yearly Entry

1. Gather all ASB statements from all the district sites.

2. Review ASB tracking spreadsheet against the monthly bank statements, which reflect all the deposits and withdrawals made for the year. Ensure that all transactions have been cleared/reconciled.

3. Compare the cumulative beginning balance totals for each ASB accounts by site to the beginning fund balance of Fund 08. The two total dollar amounts should match. Note: there could be multiple ASB accounts per site, so be sure to add them all up together as a whole.

4. Create TF to post the difference in expenses (debited) and revenues (credited) the net total of both expenses and revenue should be posted to Object 9120.

5. The ending ASB statement(s) totals should be the ending fund balance reflected on the Fund 08 SACS Form.

Sample:

2022-23 ASB, Fund 08 Entries

		Amount	Source Document
Beginning Balance 7/1/2022	$	16,207.33	Reconciled June 2022 Bank Statement
Deposits 7/1/22 - 6/30/23	$	54,376.02	Bank Statement
Expenses			
Supplies 4300	$	37,982.24	QSS FD 08 FAR300 Report
Services 5XXX	$	-	QSS FD 08 FAR300 Report
Ending Balance June 30, 2023	**$**	**32,601.11**	Reconciled against June 2023 Bank Statement

Sample Year End Fund 08 TV	Debit	Credit
08-8210-0-4300.00-1110-4100-000-000-000	$ 37,982.24	
08-8210-0-5800.00-0000-4100-000-000-000		
08-8210-0-8699.00-0000-0000-000-000-000		$ 54,376.02
08-8210-0-9120.00-0000-0000-000-000-000	$ 16,393.78	
	$ 54,376.02	$ 54,376.02

Fair Market Value Adjustments Worksheet

What is a Fair Market Value Adjustment?

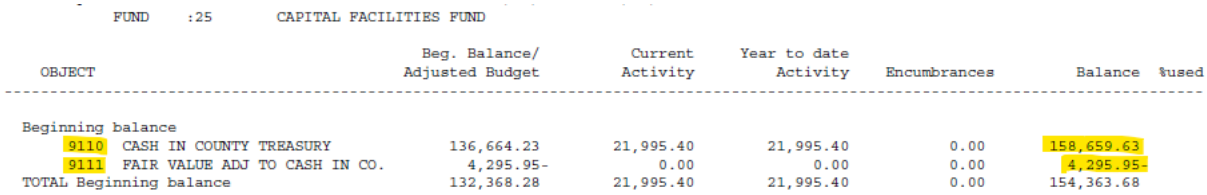
- School district funds are often deposited in a county treasury pool pursuant to California law, and many districts are mandatory participants in those pools.
- At fiscal year-end, the district's share of the pool is reported at fair value rather than strictly at amortized cost. The difference between book value and market value is recorded as a fair value adjustment (sometimes called a "county treasury fair value adjustment").
- This adjustment can either increase or decrease reported investment income and the carrying value of the investment depending on interest-rate movements and market conditions.
- Generally accepted accounting principles (GAAP) require school districts and county offices to report their investments at fair value on the balance sheet in accordance with GASB 31. As part of the Unaudited Actuals, entries are made to adjust the fair market value of the funds held within the Merced County Treasury as of June 30.
- This entry does not affect the district's actual cash balance; it is only a financial reporting adjustment required for the audited financial statements.

The Fair Market Value Adjustment posting is completed after all resources have been balanced; this is one of the final actions.

-Start the process by reversing the prior year entry.

-Next, run a FAR300 by Fund

1. Locate the Ending Balance for Object 9110 and 9111 for each **Fund** that you have.

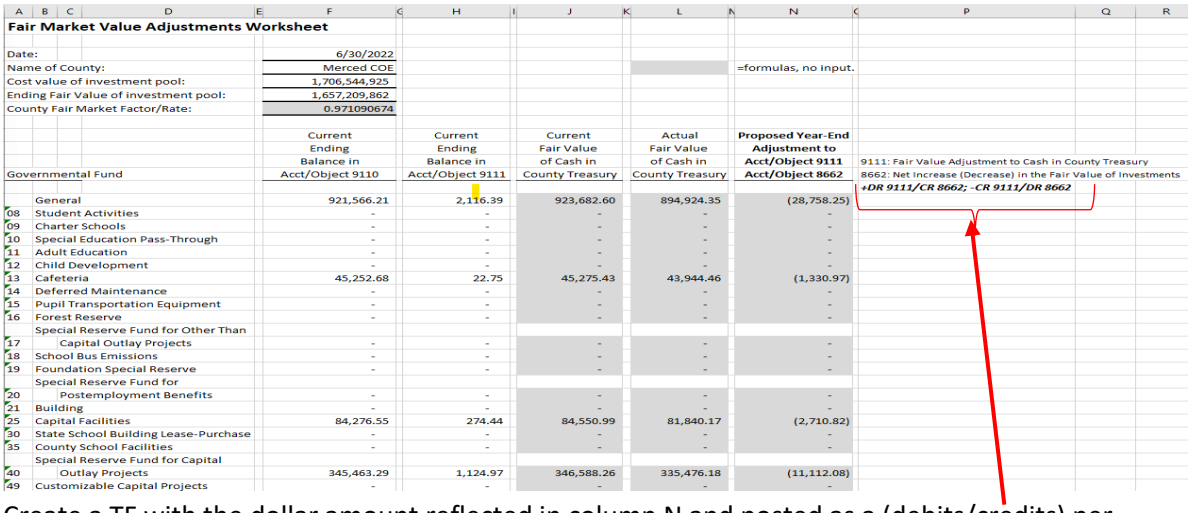


FUND :25 CAPITAL FACILITIES FUND

OBJECT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Beginning balance						
9110 CASH IN COUNTY TREASURY	136,664.23	21,995.40	21,995.40	0.00	158,659.63	
9111 FAIR VALUE ADJ TO CASH IN CO.	4,295.95-	0.00	0.00	0.00	4,295.95-	
TOTAL Beginning balance	132,368.28	21,995.40	21,995.40	0.00	154,363.68	

2. The Proposed Year-End Adjustment will automatically calculate in the Excel spreadsheet once the following values have been updated:
    a. Date: last date of fiscal year (i.e. FY 2025-26, 6/30/26)
    b. Name of County
    c. Cost value of investment pool
    d. Ending Fair Value of investment pool

3. Enter the amount by Fund XX under the appropriate column F (Ending Balance of Object 9110) and column H (Ending Balance of Object 9111) into the Manual CIC Fair Market Value Worksheet.xls, emailed from MCOE.



Fair Market Value Adjustments Worksheet

Date:	6/30/2022
Name of County:	Merced COE
Cost value of investment pool:	1,706,544,925
Ending Fair Value of investment pool:	1,657,209,862
County Fair Market Factor/Rate:	0.971090674

=formulas, no input.

	Governmental Fund	Current Ending Balance in Acct/Object 9110	Current Ending Balance in Acct/Object 9111	Current Fair Value of Cash in County Treasury	Actual Fair Value of Cash in County Treasury	**Proposed Year-End Adjustment to Acct/Object 9111**	9111: Fair Value Adjustment to Cash in County Treasury 8662: Net Increase (Decrease) in the Fair Value of Investments *+DR 9111/CR 8662; -CR 9111/DR 8662*
	General	921,566.21	2,116.39	923,682.60	894,924.35	(28,758.25)	
08	Student Activities	-	-	-	-	-	
09	Charter Schools	-	-	-	-	-	
10	Special Education Pass-Through	-	-	-	-	-	
11	Adult Education	-	-	-	-	-	
12	Child Development	-	-	-	-	-	
13	Cafeteria	45,252.68	22.75	45,275.43	43,944.46	(1,330.97)	
14	Deferred Maintenance	-	-	-	-	-	
15	Pupil Transportation Equipment	-	-	-	-	-	
16	Forest Reserve	-	-	-	-	-	
	Special Reserve Fund for Other Than						
17	Capital Outlay Projects	-	-	-	-	-	
18	School Bus Emissions	-	-	-	-	-	
19	Foundation Special Reserve	-	-	-	-	-	
	Special Reserve Fund for						
20	Postemployment Benefits	-	-	-	-	-	
21	Building	-	-	-	-	-	
25	Capital Facilities	84,276.55	274.44	84,550.99	81,840.17	(2,710.82)	
30	State School Building Lease-Purchase	-	-	-	-	-	
35	County School Facilities	-	-	-	-	-	
	Special Reserve Fund for Capital						
40	Outlay Projects	345,463.29	1,124.97	346,588.26	335,476.18	(11,112.08)	
49	Customizable Capital Projects	-	-	-	-	-	

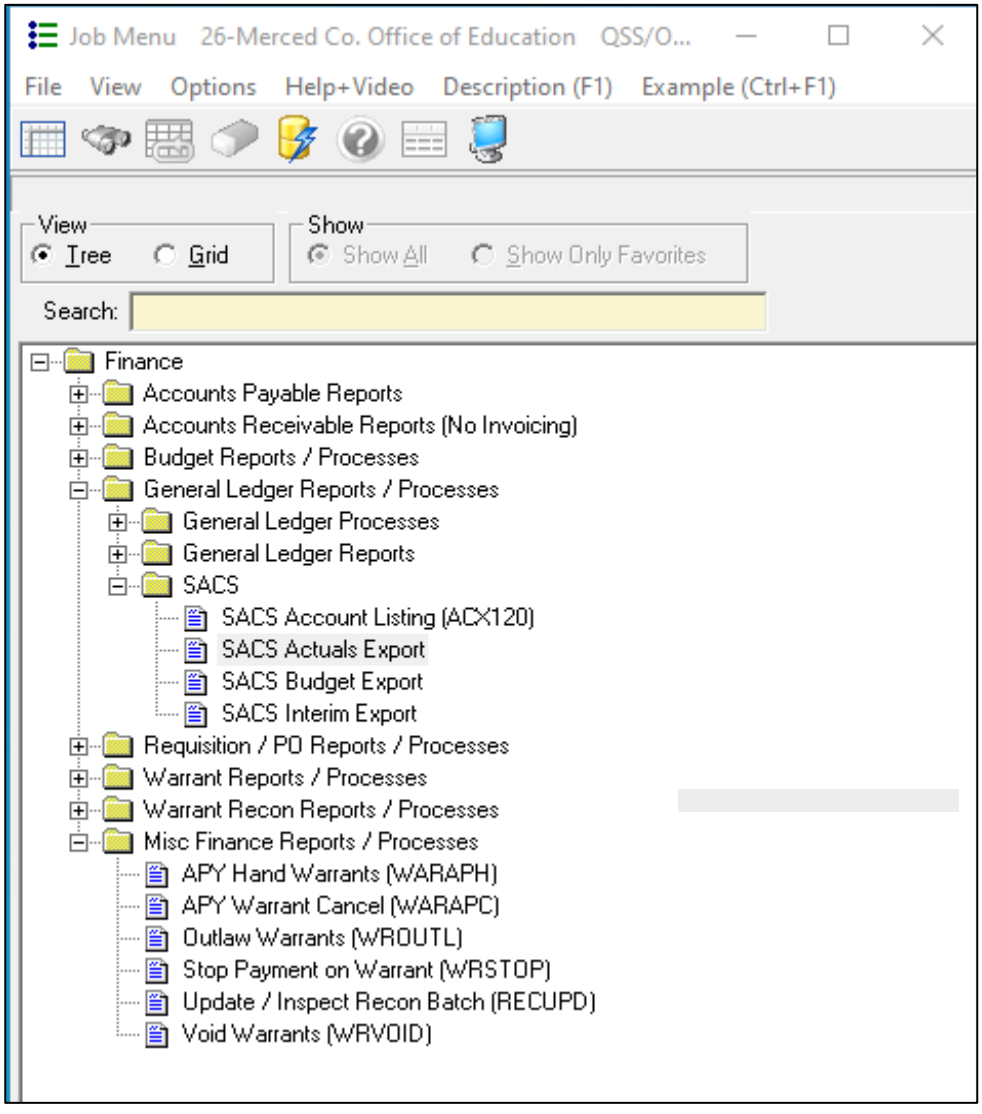
4. Create a TF with the dollar amount reflected in column N and posted as a (debits/credits) per column P.

Note: If you have not cleared the prior year FMV amount, this spreadsheet will automatically net the entire amount and you only need to post the difference which is located in column N. At the same time, you can login to the new FY and clear the FMV entry.

QSS Actuals Export & Download

1. Log into new budget year (**current year**).

2. Select the **Finance Job Menu** in QCC. Expand the **General Ledger Reports / Processes** folder. Expand the **SACS** folder and select **SACS Actuals Export**.

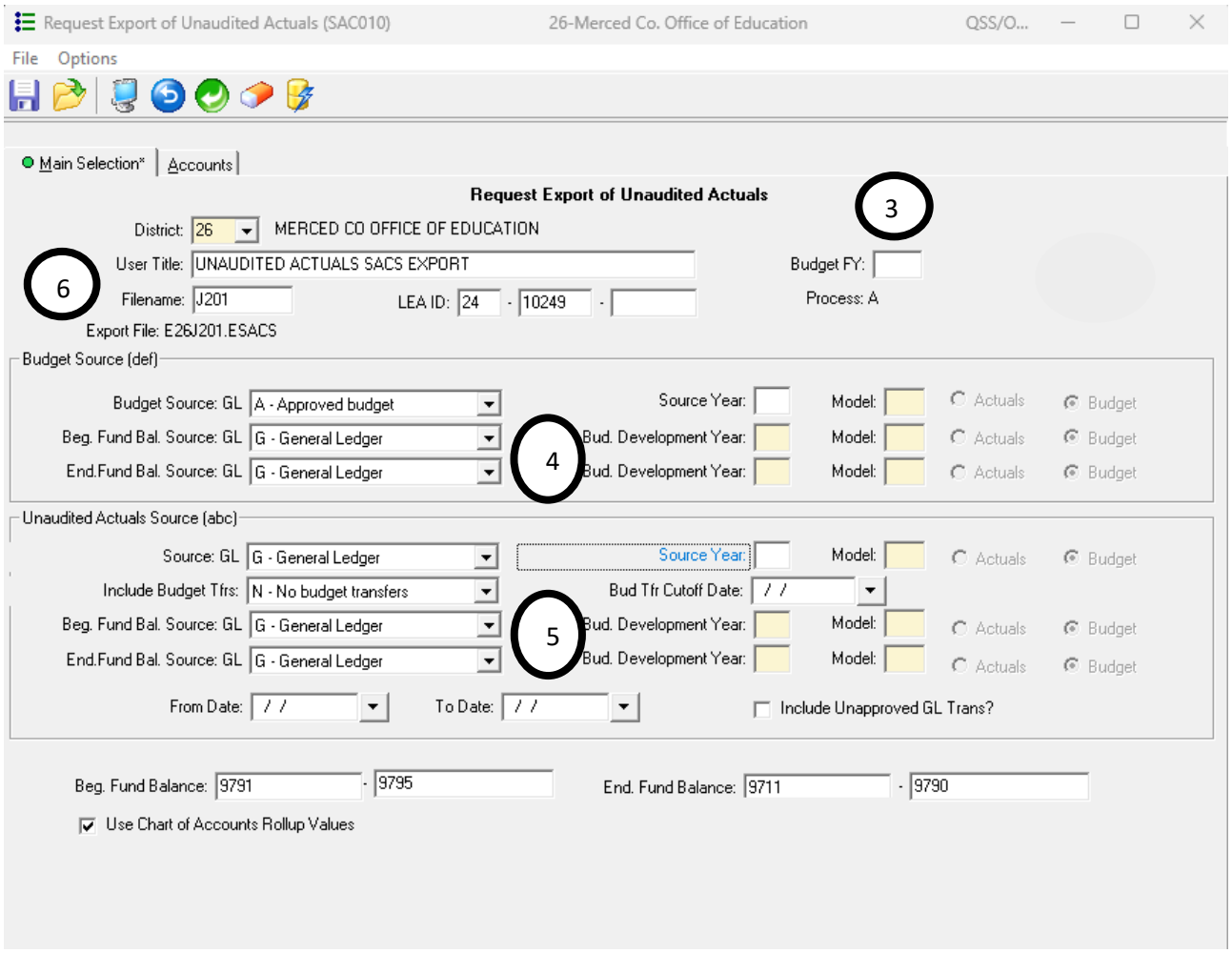


3. The “Budget FY:” should read new budget year, not your closing year.

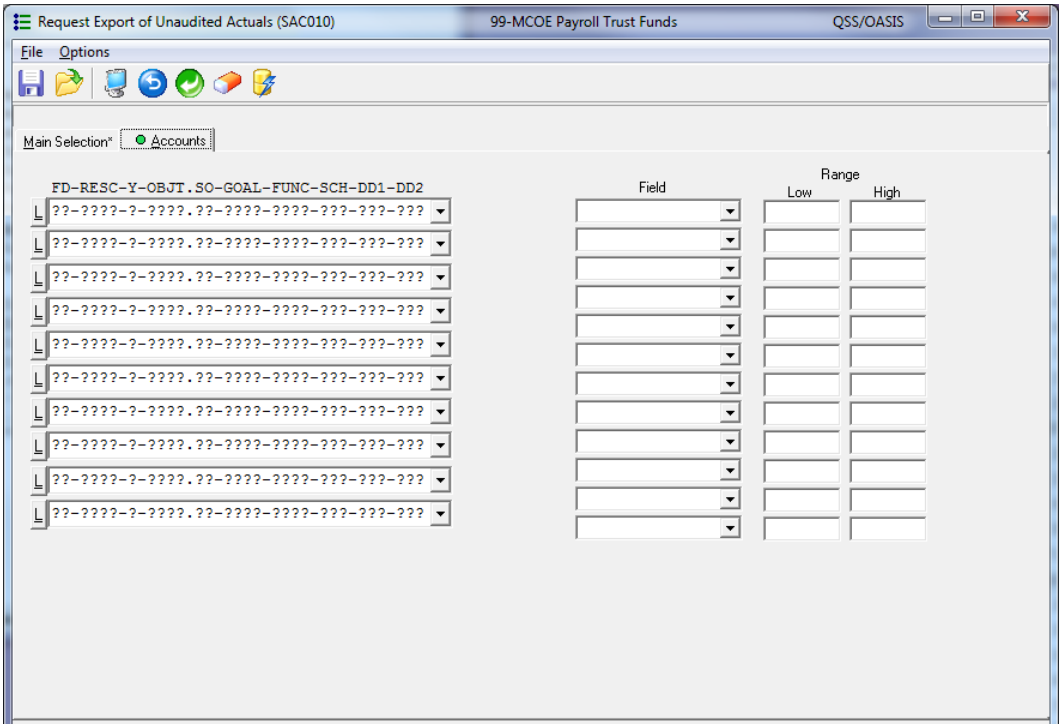
4. Budget sources will prefill with appropriate information – no need to change the pre-filled values.

5. For Unaudited Actuals Sources: change the “Source GL” from “**W**” to “**G – General Ledger**”, and the “Source Year:” to whatever your closing year is. The “From Date:” and “To Date:” will automatically update to “07/01/20XX” and “6/30/20XX” when you tab out of the “Source Year” field.

6. Enter **J201** for the “Export File.” Input the “User Title:” of your choosing.



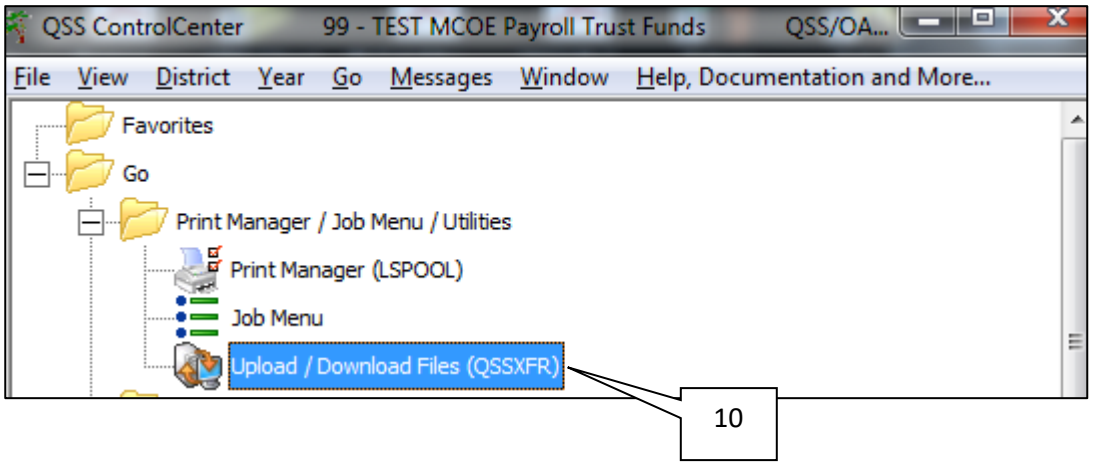
7. Click on the **Accounts** tab to continue.
8. Select the accounts to include in file (recommend "?" to select all):



9. Press **Ctrl-S** to launch job, or click on: 

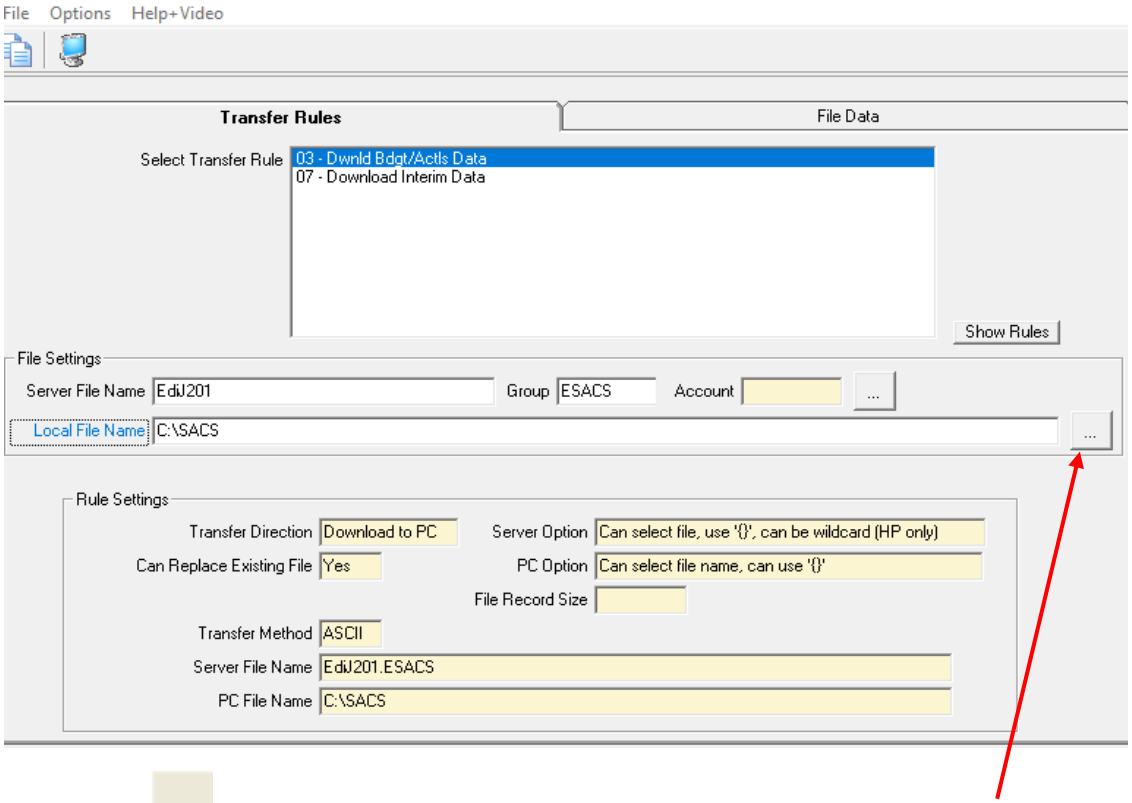
Please note that the job must be completed prior to continuing with step 10. Monitor the progress through the Print Manager. When you can open the file, the job is complete, and you may continue.

10. Expand the Print Manager / Job Menu / Utilities folder. Select Upload/Download Files (QSSXFR).



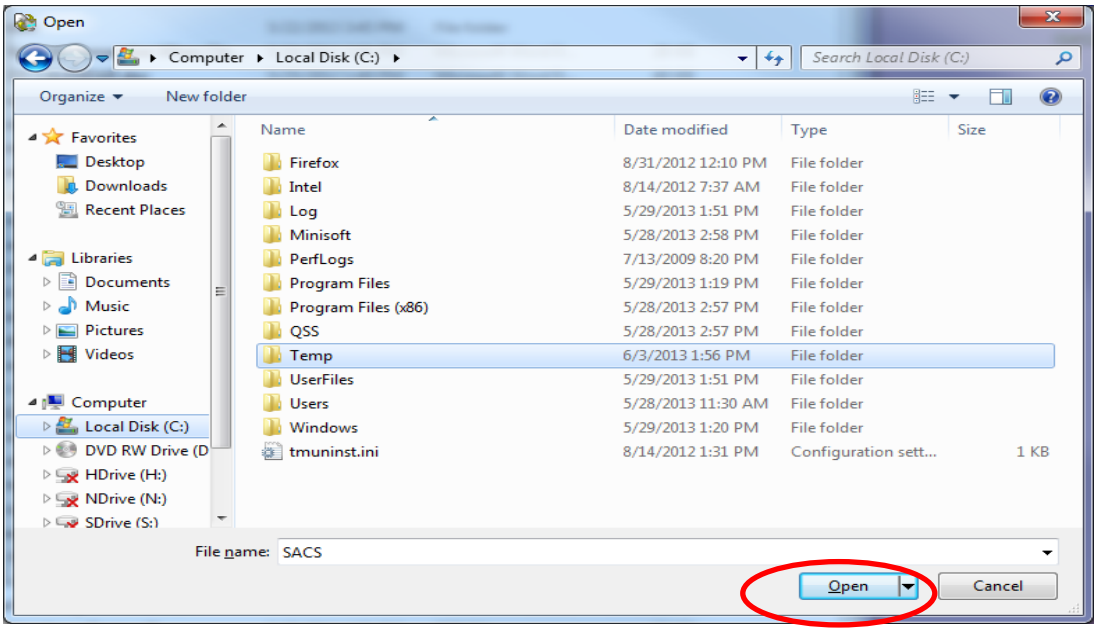
11. On the Transfer Rules tab, select rule **03 – Dwnld Bdgt/Actls Data**

12. Under "Server File Name" change "di" to your district number. In this example, the district number is 99.

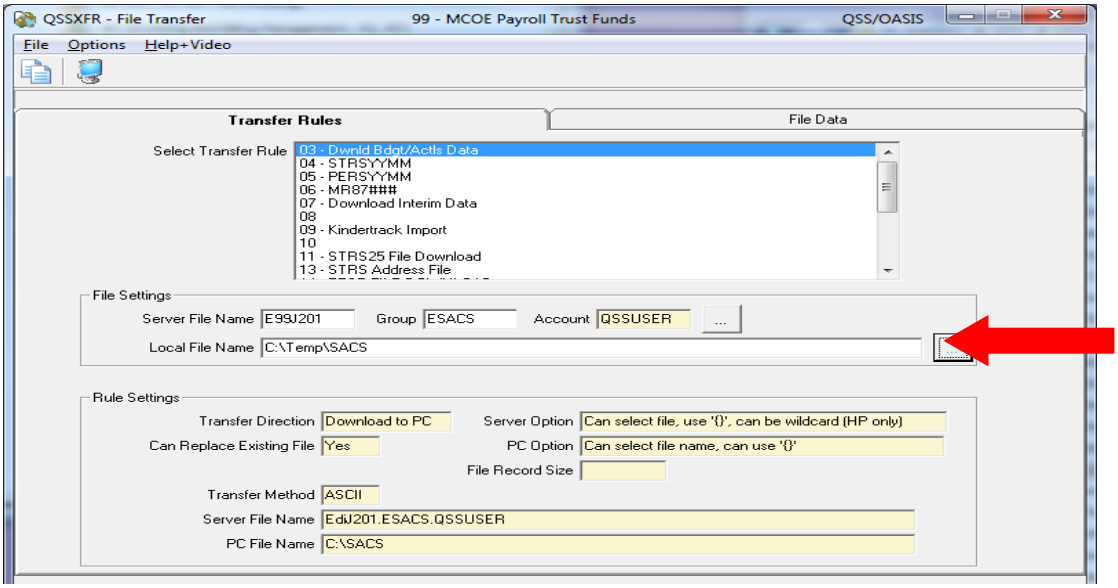


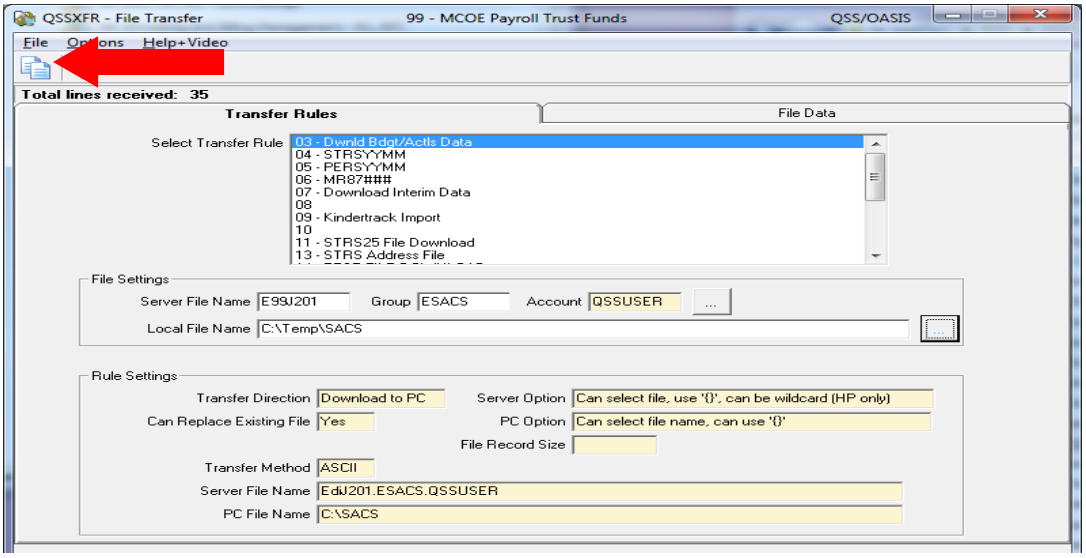
13. Click on ... button at the end of Local File Name to designate a save location.

14. In this example, the .DAT files is being saved in **C:\Temp**



15. Click on the **Open** button to return the location back to your transfer window. (Note: be certain your Local File Name ends in .DAT)





16. Press the **F2** key to launch job, or click on: 
    Note the "Total lines received" changed from 0. In this example, it changed to 35 (your count will be higher).

17. Import into current SACS Web System.

SACS Supplemental Forms Checklist for Year-End Closing

- [ ] A-Attendance
- [ ] L-Lottery Report
- [ ] CEA-Expense Formula/Min. Classroom Compensation
- [ ] ESMOE- ESSA MOE
- [ ] GANN-GANN Limit
- [ ] PCRAF-Program Cost Report Allocation Factors
- [ ] PCR-Program Cost Report

- [ ] ICR-Indirect Cost Rate Worksheet
- [ ] SIAA-Summary of Inter fund Activities
- [ ] DEBT-Schedule of Long-Term Debt Liabilities
- [ ] SEMA and SEMB -Special Ed MOE
- [ ] ASSET-Schedule of Capital Assets
- [ ] CAT-Categorical Schedule
- [ ] CA-Financial Report

- [ ] ▶ APPROVE all transfers - BT, TV, TF, JE, etc.
- [ ] ▶ Complete FINAL download to SACS - ALL transfers (BT, TV, TF, JE, etc.) must be approved

- [ ] ▶ Tie SACS fund forms to FAR 300 report
- [ ] ▶ Enter Components of Ending Fund Balances for both Unaudited Actuals and Adopted Budget

Review and confirm all that is applicable:

- [ ] Non-spendable: Revolving Cash, Stores, Prepaid Expenditures, All Others - Enter manually
  Restricted - Fills automatically, see 3rd tab "Restricted Detail" for listing of positive resource balances

- [ ] Committed - Enter manually
- [ ] Assigned - Enter manually
- [ ] Unassigned / Unappropriated:

SACS SUPPLEMENTAL FORMS CHECKLIST FOR YEAR-END CLOSING

- ☐ Reserve for Economic Uncertainties - Enter manually
- ☐ Unassigned / Unappropriated Amount - Calculates automatically

☐ ▶ Double check SACS financials and print/pdf fund forms and supplemental forms

- ☐ Do not forget to open and save fund Form 01
- ☐ Check all SACS fund forms against FAR 300 report
- ☐ Check supplemental forms – Remember, you will need to open and save each form
- ☐ Run final Technical Review Checks (should be clean before completing an official export)

☐ ▶ Prepare board packets - Due to MCOE September 15

- ☐ Multi-year projections
- ☐ Financials, narrative, tables
- ☐ Power Point Presentation

☐ ▶ Email official SACS .DAT export to finance@mcoe.org

☐ ▶ Email all SACS forms in PDF to MCOE finance@mcoe.org

☐ ▶ Original Certifications need to be sent to MCOE, District Services

☐ ▶ Email official SACS export to district's auditors and cc district

- ☐ Save copy of official SACS export in district folder/directory

☐ ▶ Provide hard copies of SEMB, SEMA and Excess Cost Calculation to Talia Costa

☐ ▶ Email official SACS export to Talia Costa

- ☐ SEMB (Actuals to Budget) due approx. September 15
- ☐ SEMA (Actuals to Actuals) due approx. September 15
- ☐ Excess cost calculation due approx. September 15

MCOE, Special Ed Dept. will provide actual due dates
Can scan, PDF or email reports to Tcosta@mcoe.org

SACS SUPPLEMENTAL FORMS CHECKLIST FOR YEAR-END CLOSING

- [ ] ► GASB 34 - GASB 34 notes available upon request
  - [ ] • Vacation Accrual Balances - Obtain confirmation from Superintendent
  - [ ] • Long Term Debt Balances - Double check numbers; enter amount Due in 1 Year
  - [ ] • Fixed Asset Worksheet Update
  - [ ] • Conversion Entries
  - [ ] • MD & A Tables
  - [ ] • MD & A Narrative
  - [ ] • Email SACS export with conversion entries, GSA, GSNA, etc. to district's auditors
  - [ ] • Email MD & A to district's auditors
  - [ ] • Run, pdf, and email requested reports to district's auditors

Supplemental Forms Checklist

TIPS:

- Check supplemental forms early
- CEA form, Special Ed and ESSA MOE, ICR (not too high or too low, 4-8%)
    - If the district does not pass any of the supplemental forms, research possible options and solutions
- Complete a preliminary review/check of all Supplemental forms before approving TV's and TF's
- Run Technical Review Check for errors
- Review last year's Supplemental forms (good source of information and backup)
- It is helpful to run and rerun Technical Review Checks after making changes
- Pages are linked and dependent on other pages
- Once preliminary review of Supplemental forms is ok and district has passed all supplemental requirements, approve TV and TF's
- When completing final download and importing to SACS:
    - Double check SACS Fund Forms
    - Open and Save Fund Form 01
    - Review Supplemental forms, open and save
    - Run final Technical Review Checks
- Remember to keep copies of all back-ups with each individual supplemental form

Completing Supplemental Forms for EOY: SACS → Forms → Supplementals

Prelim Check	Final Check	
☐	☐	1. Form A – Average Daily Attendance

a. Suggested items / back-up needed
   i. Current year P-2 and P-Annual ADA reports
   ii. Prior year P-2 ADA report to compare which is greater, current year or prior year or rolling 3-yr average
   iii. Form ADA from recently Adopted Budget
   iv. MCOE operated P-2 ADA and P-Annual for District Funded County Program ADA
b. Enter data as needed
c. Save, print or PDF, close

SUPPLEMENTAL FORMS CHECKLIST

☐ ☐ 2. Form L – Lottery
   a. Check numbers, make sure there are no expenditures in gray areas
   b. Save, print or PDF, close

☐ ☐ 3. Form CEA – Current Expense Formula – Minimum Classroom Compensation
   a. Must meet minimum percentage required:
      i. Elementary = 60%, Unified = 55%, High = 50%
   b. If meeting %, save, print or PDF, close
   c. If not meeting %, check if you can apply /add to "Reductions (Overrides)" in column 4b
      i. See Note 2 and * (asterisk) on CEA Form
   d. If still not meeting %, check if District can be exempt:
      i. Ed Code 41374 states "…section 41372 shall not apply to any elementary school district, high school district, or unified school district, which maintains no individual class session with pupils in attendance exceeding the numbers, for the particular grade levels, following:
         1. An elementary school district – twenty-eight (28) pupils
         2. A high school district – twenty-five (25) pupils
         3. A unified school district – twenty-eight (28) pupils in respect to grades kindergarten through 8, inclusive; and twenty-five (25) pupils in respect to grades 9 through 12, inclusive."
   e. If not exempt, apply for waiver:
      i. Payment of classroom teacher salaries are in excess of those paid by other comparable school districts.
      ii. Serious hardship to district
         1. If applying for a waiver, provide MCOE request for waiver and all back-up to prove why CEA requirement should be waived

☐ ☐ 4. Form ESMOE – Every Student Succeeds Act Maintenance of Effort
   a. Enter data as needed
   b. Verify meeting MOE
   c. Save, print or PDF, close

SUPPLEMENTAL FORMS CHECKLIST

5. Form GANN - Appropriations
    a. Review form and enter data as needed
    b. Suggested reports:
        i. FAR 300 for OBJ 3311 and 3312 for ALL FUNDS (OBJ 331X, and remove sort by fund)
            1. You'll need to run this twice:
                a. For Actuals, use expenses in current end-of-year actuals
                b. For 20XX/20YY Budget, use what's currently budgeted in NEW fiscal year adopted budget
    c. Enter contact name and phone number on bottom and save, print or PDF, and close
    d. *Important reminder: Pass resolution approving the GANN limit – should be a separate itemized item on Board agenda and separate from UA

6. Form PCRAF – Program Cost Report, Allocation Factors
    a. Allocation of undistributed expenditures (items coded to GOAL 0000) to various goals
    b. Allocation factors are only needed for columns with undistributed expenditures in line A
        i. FTE Factor(s) – Certificated FTE based on Payroll Worksheets, enter FTE to appropriate goal
        ii. CU Factor(s) – Classroom units, use last year's classroom units calculation
            1. Make copies of map for back-up and confirm with District for any changes (deletions or additions or buildings, classrooms…etc)
        iii. PT Factor(s) – Pupil Transportation, use Transportation – End of Year Information Form
            1. Allocate number of pupils transported based on goals listed
    c. Save, print or PDF, close
7. Form PCR – Program Cost Report
    a. Automatically fills after completing the PCRAF
    b. Save, print or PDF, close
8. Form ICR – Indirect Cost Rate Worksheet
    a. Enter information as needed
    b. Check I/C rate, should be between 4% - 8%
    c. If out of range, check coding - in particular administrative functions:
        i. FNC: 7200-7600, 7700, 7120, 7190, 8100-8400, 8700
    d. Review 2nd tab, "Exhibit A – Highest Rate Used" and confirm District's approved I/C rate is highest
    e. Save, print or PDF, close

SUPPLEMENTAL FORMS CHECKLIST

☐ ☐ 9. Form SIAA – Summary of Interfund Activities, Actuals
   a. Review for accuracy and save, print or PDF, close

☐ ☐ 10. Form DEBT – Schedule of Long-Term Liabilities
   a. Tips:
      i. Check last year's audit report which should be the latest report
      ii. Last year's ending balances should be current year's beginning balances
      iii. If not the same, use "Audit Adjustments /Restatements" to make it match
      iv. "Audited Balance July 1" should tie to last year's ending balances
      v. Most activities will be in Governmental Activities
   b. Enter appropriate increases and /or decreases to long-term debt
      i. Suggested reports (know your long-term debt to know what reports, objects to run):
         1. Detailed general ledger report (GLD 110), OBJ 7430-7439 – Debt Services (other OBJ's include 7433 – Bond Redemptions)
         2. FAR 300 Report, no sort, OBJ 37XX – OPEB and 39XX – Golden Handshake
   c. Enter adjustments to Compensated Absences to equal vacation days /hours in dollar value ($) as of June 30th for all employees as provided by district
   d. Save, print or PDF, close

☐ ☐ 11. Form SEAS – Special Education Revenue Allocations Setup SELPA Selection)
   a. Enter VV (two V's – not W), save and close (Save PDF Copy for Submittals)

☐ ☐ 12. Special Education Maintenance of Effort (MOE) – Under "Reports"
   a. SEMA – Actual vs Actual Comparison (Prior Year Actuals vs Current Year Unaudited Actuals)
   b. SEMB – Budget vs Actual Comparison (Current Year-End Unaudited Actuals vs New Fiscal Year Adopted Budget)

☐ ☐ 13. Special Education Excess Cost Calculation (not in SACS software)
   a. Complete Excess Cost Worksheet /Calculator as provided by Talia Costa
   b. Enter all applicable information
   c. Save and print worksheet

☐ ☐ 14. Special Education Summary
   a. Submit SEMA and SEMB to Talia Costa
   b. Submit completed Excess Cost Worksheet to Talia Costa

***** Return to SACS → Forms → Supplementals *****

SUPPLEMENTAL FORMS CHECKLIST

☐ ☐ 15. Form ASSET – Schedule of Capital Assets
   a. Tip: Check last year's audit report
      i. Last year's ending balances should be current year's beginning balances
      ii. If not the same, use "Audit Adjustments / Restatements" to make it match
      iii. "Audited Balance July 1" should tie to last year's ending balances
   b. Enter information as needed
      i. Example entries: new capital assets and additions, disposal or deletions or capital assets, current year depreciation…etc.
   c. Save, print or PDF, close

☐ ☐ 16. Form CAT – Schedule for Categoricals
   a. Suggested report: FAR 300 by Resource (data should match and tie to FAR 300 report)
   b. Enter information as needed
   c. Make sure to put Resources on correct tab
   d. Save, print or PDF, close

☐ ☐ 17. Form CA – Unaudited Actuals Certification
   a. Data Summary tab – review information
   b. Certification
      i. Enter date of meeting and District contact information
      ii. Enter COE contact information:
         1. Martin Fregoso, Deputy Superintendent of Business Services (209) 381-6725, mfregoso@mcoe.org

☐ ☐ 18. Run Technical Review Checks
   a. Run and review Unaudited Actuals Technical Review Checks
   b. Run and review Budget Technical Review Checks
   c. All Warnings "W" should be corrected
      i. If you cannot correct, you must provide an explanation
   d. All Fatals "F" must be corrected
   e. Print or PDF details
   f. Print or PDF All Technical Checks for both Unaudited Actuals and Budget

***** Remember to keep copies of all back-ups with each individual supplemental form *****

Form A – Attendance Form

Description	Estimated Actuals			Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. **Total District Regular ADA** Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	2,173.12	2,194.73	2,183.63	2,170.00	2,196.00	2,173.12
2. **Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA** Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. **Total Basic Aid Open Enrollment Regular ADA** Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. **Total, District Regular ADA (Sum of Lines A1 through A3)**	2,173.12	2,194.73	2,183.63	2,170.00	2,196.00	2,173.12
5. **District Funded County Program ADA**						
a. County Community Schools	0.96	1.07	0.96	0.97	1.08	0.97
b. Special Education-Special Day Class	20.08	20.53	20.08	20.08	20.53	20.08
c. Special Education-NPS/LCI						
d. Special Education Extended Year	0.16	0.17	0.17	0.16	0.17	0.17
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. **Total, District Funded County Program ADA (Sum of Lines A5a through A5f)**	21.20	21.77	21.21	21.21	21.78	21.22
6. **TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)**	2,194.32	2,216.50	2,204.84	2,191.21	2,217.78	2,194.34
7. **Adults in Correctional Facilities**						
8. **Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)**						

Funding ADA is based on the following:

- District ADA
  - Regular ADA (Funding based on P2 – greater of current year or prior year P2 or rolling 3-yr average)
  - Extended Year ADA (Funding based on Annual – greater of current year, prior year P2 or rolling 3-yr average)
  - NPS ADA (Funding based on Annual – current year)
  - Community Day School ADA (Funding based on Annual – current year)
- District Funded County ADA
  - Special Education – Special Day Class (Funding based on P2 – current year)
  - Extended Year ADA (Funding based on Annual – current year)
  - NPS ADA (Funding based on Annual – current year)
  - County Community Schools ADA (Funding based on P2 – current year)

CAT Form- Categorical Programs

WHAT IS FORM CAT?

Form CAT is designed to assist in the determination of the correct amount of unused grant award (carryover), accounts payable, accounts receivable, unearned revenue, and/or restricted ending balance at the end of the fiscal year for all federal, state, and local categorical programs for which the district is responsible, regardless of the funding source.

What you will need:

- Prior year Form CAT
- Closing year award letters
- Actual revenue and expenditure reports
- Carryover amounts
- Unearned Revenue/Ending Fund Balance: Follow link below

Specific revenue recognition policies are used in financial accounting for categorical funds. Applying the appropriate policy is extremely important. To account for a categorical program correctly, the determination must be made as to whether the program is subject to deferral of unearned revenue or subject to restricted ending balance.

Information on whether a particular state or federal program administered by the CDE is accounted for as subject to deferral of unearned revenue (U) or subject to restricted ending balance (F) is available through the SACS Query, located on the CDE Standardized Account Code Structure (SACS) web page:

https://www.cde.ca.gov/fg/ac/ac/

Select either the PCA Number Query or SACS Resource Code Query and enter the desired search criteria to access program information from the SACS Query database.

CATEGORICAL PROGRAMS SUBJECT TO DEFERRAL OF UNEARNED REVENUES

Categorical programs are classified as subject to deferral of unearned revenues if their revenue is earned at the time qualifying expenditures are made. In general, expenditure is the prime factor for determining grant eligibility and revenue is recognized when the qualifying expenditure is made. Revenue received but not expended by the end of the fiscal year must be reported as unearned revenue.

CAT FORM- CATEGORICAL PROGRAMS

The following rules apply to accounting for these programs:

1. The revenue is initially recognized when cash is received.
2. At the end of the year, if the total revenues received exceed the total donor-authorized expenditures, the difference is recorded as unearned revenue. Unearned revenue is revenue that has been received but has not been earned. The total expenditures used in this calculation may not exceed the program award.
3. At the end of the year, if the total revenues received are less than the total donor-authorized expenditures, the difference is recorded as an accounts receivable. The total expenditures used in this calculation may not exceed the program award.
4. Unused program award revenue (carryover) is the difference between the total program award and the total donor-authorized expenditures for the year. The amount of any unused program award revenue (carryover) is not recorded in the books but is added to the amount of the program award for the subsequent year to determine the total revenue available. The unused program award revenue should not be recorded as an accounts receivable because it is not earned.

FEDERAL PROGRAM NAME		TOTAL
FEDERAL CATALOG NUMBER		
RESOURCE CODE		
REVENUE OBJECT		
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Carryover		0.00
2. a. Current Year Award		0.00
b. Transferability (ESSA)		0.00
c. Other Adjustments		0.00
d. Adj Curr Yr Award (sum lines 2a, 2b, & 2c)	0.00	0.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1, 2d, & 3)	0.00	0.00
REVENUES		
5. Unearned Revenue Deferred from Prior Year		0.00
6. Cash Received in Current Year		0.00
7. Contributed Matching Funds		0.00
8. Total Available (sum lines 5, 6, & 7)	0.00	0.00
EXPENDITURES		
9. Donor-Authorized Expenditures		0.00
10. Non Donor-Authorized Expenditures		0.00
11. Total Expenditures (lines 9 & 10)	0.00	0.00
12. Amounts Included in Line 6 above for Prior Year Adjustments		0.00
13. Calculation of Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	0.00	0.00
a. Unearned Revenue		0.00
b. Accounts Payable		0.00
c. Accounts Receivable		0.00
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00	0.00
15. If Carryover is allowed, enter line 14 amount here		0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	0.00	0.00

CAT FORM- CATEGORICAL PROGRAMS

AWARD

Line 1: Prior Year Carryover

Report the amount of the prior year's unused award, which may be expended in the current year. Include any adjustments made to the prior year's award. This amount includes any unearned revenue deferred from the prior year.

Line 2a: Current Year Award

Report the amount of the current year's award. This amount should agree with the award letter or document from the grantor agency.

Line 2b Federal: Transferability (ESSA) (Object 8990) (FOR FEDERALLY FUNDED Federal PROGRAMS SUBJECT TO DEFERRAL OF UNEARNED REVENUES ONLY)

Report transfers of federal funds made using Object 8990, Contributions from Restricted Revenues, pursuant to Section 5103(b) of Part A of Title V of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

Lines 2b State/ Local 2c Federal: Other Adjustments Report any other adjustments made to the grant award. Local 2c Federal

Lines 2c State/2d Federal: Adjusted Current Year Award

For State and Local Programs, the sum of the Current Year Award (Line Local 2a) plus Other Adjustments (Line 2b). For federal programs, the sum Federal of the Current Year Award (Line 2a) plus Transferability (Line 2b) plus Other Adjustments (Line 2c).

Line 3: Required Matching Funds/Other

Report the amount of any required matching funds as indicated in the award letter or document. If there is no required match, enter zero. Exclude "in-kind" matching. Report other income such as interest earned by and restricted to specific programs. Exclude contributions made using Object 8980, Contributions from Unrestricted Revenues.

Line 4 Federal: Total Available Award

The sum of the Prior Year Carryover (Line 1) plus the Adjusted Current Year Award (Line 2d) plus the Required Matching Funds/Other (Line 3). This amount represents the total available to be spent this year.

Line 4 State/Local Total Available Award

The sum of the Prior Year Carryover (Line 1) plus the Adjusted Current Year Award (Line 2c) plus the Required Matching Funds/Other (Line 3). This amount represents the total available to be spent this year.

REVENUES

Line 5: Unearned Revenue Deferred from Prior Year

Report the amount of unearned revenue recorded in the prior year.

Line 6: Cash Received in Current Year

Report the amount of cash received during the current year. Include transfers made using Object 8990; exclude transfers made using Object 8980. Include the amount of any cash received from the prior year's award that was not recorded as an account receivable in the prior year. If adjustments were made to the current year's revenue accounts as a result of prior year's accounts receivable and accounts payable, report these amounts also.

Line 7: Contributed Matching Funds

Report the amount of matching funds contributed by the district *[COE]*. Exclude "in-kind" matching.

Line 8: Total Available

The sum of the Unearned Revenue Deferred from Prior Year (Line 5) plus the Cash Received in Current Year (Line 6) plus the Contributed Matching Funds (Line 7).

EXPENDITURES

Line 9: Donor-Authorized Expenditures

Report the sum of the direct, direct support, and indirect costs as approved by the grantor agency; include expenditures of required matching funds. The Donor-Authorized Expenditures may not exceed the Total Available Award (Line 4).

Line 10: Non-Donor Authorized Expenditures

Report any expenditures not authorized by the grantor agency, e.g., expenditures in excess of the available award amount (encroachment). Districts *[COEs]* should record a contribution to restricted programs using Object 8980, Contributions from Unrestricted Revenues, equal to their non-donor authorized expenditures.

Line 11: Total Expenditures

The sum of the Donor-Authorized Expenditures (Line 9) plus the Non-Donor Authorized Expenditures (Line 10).

Line 12: Amounts Included on Line 6 Above for Prior Year Adjustments

Report the amount of the adjustments made to the current year's revenue accounts as a result of prior year's accounts receivable and accounts

payable on this line. These adjustments should be reported as the opposite of the adjustments made on Line 6. For example, if a negative adjustment of $200 was reported on Line 6 for an

adjustment for the prior year's accounts receivable, this line should show a positive adjustment of $200.

Line 13: Calculation of Unearned Revenue or Accounts Payable, and Accounts Receivable Amounts

The sum of Line 8 minus Line 9 plus Line 12. Report this amount on Line 13a, 13b, or 13c, as applicable.

Line 13a • If the computed amount on Line 13 is positive and the program allows for unused funds to be retained and used in the next year, report the amount on Line 13a, Unearned Revenue. The unearned revenue is the amount of categorical funds, which have been received as of June 30, but have not been spent and, therefore, have not been earned.

Line 13b • If the computed amount on Line 13 is positive and the program does not allow unused funds to be retained and used in the next year, report the amount on Line 13b, Accounts Payable. This amount is owed back to the grantor agency.

Line 13c • If the computed amount on Line 13 is negative, report the amount on Line 13c, Accounts Receivable. This is the amount of revenue earned but not received from the grantor agency.

Line 14: Unused Grant Award Calculation

The sum of the Total Available Award (Line 4) minus Donor-Authorized Expenditures (Line 9). This represents the amount of the current year's award which has not been spent. Report this amount on Line 14 if carryover is allowed.

Line 15: If Carryover Is Allowed, Enter Line 14 Amount Here

If carryover is allowed, enter the amount from Line 14; add this amount to the award for the next year to determine the total available award. If the award does not allow the unused funds to be carried over to the next year, enter zero. Districts should use this information in preparing the next year's budget.

Line 16: Reconciliation of Revenue

The sum of Line 5 plus Line 6, minus lines 13a and 13b, plus Line 13c. This line should agree with the revenue reported on the financial statements for this program. Revenue includes program revenue, Object 8990 transfers, and interest earnings.

CAT FORM- CATEGORICAL PROGRAMS

CATEGORICAL PROGRAMS SUBJECT TO RESTRICTED ENDING BALANCES

Categorical programs are classified as Subject to Restricted Ending Balances if their revenue is earned at the time the funds are apportioned to the LEA. These categorical programs are generally entitlements based on an allocation formula. These programs are restricted, but more in form than in substance. Only a failure on the part of the LEA to comply with regulations will cause a forfeiture of the funds. Any program funds not expended before the end of the year must be reported as a Restricted Ending Balance.

The following rules apply to accounting for these programs:

1. The revenue is recognized when cash is received.
2. The amount of any revenue that has not been received by June 30, but is expected to be received by September 30, should be accrued as an accounts receivable.
3. At the end of the year, any program funds that have not been expended are recorded as restricted ending balance. This is done because restrictions remain on the type of expenditure that can be made from the revenues; therefore, the balance for this program must be separated from the other balances available for general use.

FEDERAL PROGRAM NAME		TOTAL
FEDERAL CATALOG NUMBER		
RESOURCE CODE		
REVENUE OBJECT		
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Restricted Ending Balance		0.00
2. a. Current Year Award		0.00
b. Other Adjustments		0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	0.00	0.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1, 2c, & 3)	0.00	0.00
REVENUES		
5. Cash Received in Current Year		0.00
6. Amounts Included in Line 5 for Prior Year Adjustments		0.00
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	0.00	0.00
b. Noncurrent Accounts Receivable		0.00
c. Current Accounts Receivable (line 7a minus line 7b)	0.00	0.00
8. Contributed Matching Funds		0.00
9. Total Available (sum lines 5, 7c, & 8)	0.00	0.00
EXPENDITURES		
10. Donor-Authorized Expenditures		0.00
11. Non Donor-Authorized Expenditures		0.00
12. Total Expenditures (line 10 plus line 11)	0.00	0.00
RESTRICTED ENDING BALANCE		
13. Current Year (line 4 minus line 10)	0.00	0.00

CAT FORM- CATEGORICAL PROGRAMS

AWARD

Line 1: Prior Year Restricted Ending Balance

Report the restricted ending balance for this award as reported last year. Include any adjustments that were made to the prior year's award.

Line 2a: Current Year Award

Report the amount of the current year's award. This amount should agree with the award letter or document from the grantor agency.

Line 2b: Other Adjustments

Report any other adjustments made to the award.

Line 2c: Adjusted Current Year Award

The sum of the Current Year Award (Line 2a) plus Other Adjustments (Line 2b).

Line 3: Required Matching Funds/Other

Report the amount of any required matching funds as indicated in the award letter or document. If there is no required match, enter zero.

Exclude "in-kind" matching. Report other income such as interest earned by and restricted to specific programs.

Line 4: Federal Total Available Award

The sum of the Prior Year Restricted Ending Balance (Line 1) plus the Adjusted Current Year Award (Line 2c) plus the Required Matching Funds/Other (Line 3). This amount represents the total available to be spent this year.

Line 4: State/Local Total Available Award

The sum of the Adjusted Prior Year Restricted Ending Balance (Line 1) plus the Adjusted Current Year Award (Line 2c) plus the Required Matching Funds/Other (Line 3). This amount represents the total available to be spent this year.

REVENUES

Line 5: Cash Received in Current Year

Report the amount of the current year's award received. Include in this amount any adjustments to the current year's revenue account as a result of the prior year's accounts receivable.

Line 6: Amounts Included on Line 5 for Prior Year Adjustments

Report the amount of the adjustments made to the current year's revenue accounts as a result of the prior year's accounts receivable on this line. These adjustments should be reported as the opposite of the adjustments made on Line 5. For example, if a negative adjustment of $200 was reported on Line 5 for an adjustment for the prior year's accounts receivable, this line should show a positive adjustment of $200.

Line 7a: Accounts Receivable

The sum of Line 2c minus Line 5 minus Line 6. This is the amount of the award for the current year that has not been received from the donor agency.

Line 7b: Noncurrent Accounts Receivable

Report the portion of Line 7a that is Noncurrent Accounts Receivable and is not expected to be received by September 30. Do not make an entry to your books for the Noncurrent Accounts Receivable.

Line 7c: Current Accounts Receivable

The sum of Line 7a minus 7b. This represents the Current Accounts Receivable portion of the award for the current year that is expected to be received by September 30. An entry should be made to your books for the Current Accounts Receivable.

Line 8: Contributed Matching Funds

Report the amount of matching funds contributed by the district *[COE].* Exclude "in-kind" matching.

Line 9: Total Available

The sum of the Cash Received in Current Year (Line 5) plus the Current Accounts Receivable (Line 7c) plus the Contributed Matching Funds (Line 8). This line should agree with the total revenue reported for this categorical program on the financial statements.

EXPENDITURES

Line 10: Donor-Authorized Expenditures

Report the sum of the direct, direct support, and indirect costs as approved by the grantor agency; include expenditures of required matching funds. The Donor-Authorized Expenditures may not exceed the Total Available Award (Line 4).

Line 11: Non-Donor Authorized Expenditures

Report any expenditure not authorized by the grantor agency, e.g., expenditures in excess of the available award amount (encroachment). Districts *[COEs]* should record a contribution to restricted programs using Object 8980, Contributions from Unrestricted Revenues, equal to their non-donor authorized expenditures.

Line 12: Total Expenditures

The sum of the Donor-Authorized Expenditures (Line 10) plus the Non-Donor Authorized Expenditures (Line 11).

Line 13: Restricted Ending Balance—Current Year

The sum of the Total Available Award (Line 4) minus the Donor-Authorized Expenditures (Line 10). This represents the amount of the award that has not been spent, and in most cases will agree with the ending balance reported on the financial statements for this program. If Noncurrent Accounts Receivable (Line 7b) exists, subtract that amount from the restricted ending balance calculated on this line to arrive at the ending balance reported on the financials.

Dates for Year-End-Check

July 1	Adopted current year Budgets due to MCOE External Financial Services
July 1	LCAP due to MCOE External Financial Services
July 1	First Deferred Payroll due to MCOE
July 1	C/L Supplemental Payroll due to MCOE
July 8	Annual Attendance prior year ADA due to MCOE
July 10	Cash Management Data Collection Reporting Period 1 begins for current year
July 15	C/L EOM Payroll due to MCOE
July 31	Cash Management Data Collection Reporting Period 1 ends
July 31	Lottery (1100 & 6300) 4th Quarter Accruals posted by MCOE
August 3	MCOE End of Summer Hours (Regular Hours – 7:30 am – 4:30 pm)
August 12	Last day to mass close purchase orders/liquidate encumbrances for prior year
August 14	Prior year LCFF State Aid and EPA Accrual posted by MCOE
August 14	MCOE Accounts Receivable and Current Liabilities posted to districts GL.
August 14	Last day to submit to MCOE any prior year Cash Transfers- (balanced within the funds)
August 14	District Accounts Receivable and Current Liabilities should be completely posted
August 14	District balances resources and setup Deferred Revenue (if any)
August 14	SACS forms completed including SEMB and SEMA, Special Ed Excess Cost Calculation
September 7	MCOE office closed – Labor Day Holiday
September 15	Prior year Unaudited Actuals & Gann Limit due to MCOE
September 30	Prior year EPA Expenditures must be posted to District websites

We are here to assist you with any questions or concerns you may have and thank you for attending the Year-End Workshop.

Sample Documents

SAMPLE PETTY CASH RECONCILIATION

District
Petty Cash Reconciliation

Period Ending: _____

Cash On Hand

Denomination	Type	Count	Amount
$20.00	Bill		
10.00	Bill		
5.00	Bill		
2.00	Bill		
1.00	Bill		
0.50	Coin		
0.25	Coin		
0.10	Coin		
0.05	Coin		
0.01	Coin		
		Total Cash on Hand		1

Reimbursable Vouchers on Hand

Date	Payee	Purpose	Amount
		Total Vouchers on Hand		2

Total Petty Cash | | 1+2

Reconciled by: _____

SAMPLE REVOLVING CASH RECONCILIATION

District
Revolving Cash Reconciliation

Period Ending: _____

Checking Account Balance		1
Cash on Hand		2

Checks Written that have not been reimbursed by Commerical Warrant

Check Number	Payee	Purpose	Amount

Total Unreimbursed Checks		3
Deposits in Transit		4

Other Items (e.g. Voided Checks)

Items and Explainations	Amount

Total Other Items		5
Total Revolving Cash *		Sum (1to5)
9130		

Revolving Cash Fund Custodian _____

This must agree with the name on file in the Commerical Warrant Audit Unit.

* This amount must agree with the amount in 9130, Revolving Cash and the amount on

Notes