Year-End Closing Hints & Accrual Review Emails

[June 12, 2026]

1. Subject: Year-End Closing Hint #1 – Open Receivables & IFT

Good morning,

Welcome to **FY 2025-26 Year-End Closing!**

This Week's Focus: Important DFS deadlines for **Interfund Transfers (IFTs)** and **Open Receivables**. This is our only Helpful Hint for June due to upcoming DFS deadlines. We will resume Helpful Hints in July.

Important DFS Deadlines

Wednesday, June 17, 2026 – Interfund Transfers (IFTs)

- Final day to process **FY 2025-26 Interfund Transfers**.
- Any transfers not completed by the deadline will require a **Due To Other Fund (Estimated Payable)** and **Due From Other Fund (Estimated Receivable)** at year-end.
- Run an **Open Payables and Receivables Report** for **Fiscal Year 2025** to verify all prior-year (**2024-25**) Due To/Due From accruals have been cleared.

Thursday, June 18, 2026 – Deposits of Money

- Final day to clear outstanding **2024-25 Accounts Receivable**.
- Review all funds and ensure **Objects 9210, 9290, and 9310** have **zero balances**.

Run an **Open Receivables Report** to identify any outstanding **2024-25 receivables**.

Navigation: COMPASSedu → Accounting → Accounts Receivable → Reports

Report Criteria: Fiscal Year: 2025

Outstanding Accounts Receivable

If payment has **not** been received by **June 18**, close the receivable in the current year. If payment is still expected, re-establish the receivable in **FY 2025-26**.

Balances Remaining in Objects 9210, 9290, or 9310

Reminder: If no open receivables exist but balances remain in **Objects 9210, 9290, or 9310**, review journal entries posted directly to these accrual objects and the related setup objects (**9229, 9299, and 9319**). These entries may need to be reversed in **FY 2025-26**.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Wednesday, July 1, 2026]

2. Subject: Year-End Closing Hint #2 – AR & AP Applications Now Open

Good afternoon,

Over the coming weeks, Business Advisory Services (BAS) will be sharing **Helpful Hints** to support you through the year-end closing process.

This Week's Focus: The **Accounts Payable** and **Accounts Receivable** applications are now open. Begin recording year-end accruals, reconciling payroll mapping accounts, reviewing bank reconciliations, and preparing sales/use tax.

Accounts Payable Application

Use the **Accounts Payable Application** to **set up**:

- Estimated Payables
- Due To Other Funds
- Unearned Revenue
- Due To Grantor Government

Districts may elect to utilize the **Accounts Payable PCL Roll**.

For goods and services received on or before **June 30, 2026**, set up the payable in **FY 2025-26**. Review travel vouchers, pay vouchers, and utility invoices to determine whether the liability belongs in FY 2025-26.

Utility expenditures should reflect a full **12 months of costs**. If the June utility invoice has not been received, you may need to **set up an estimated payable**.

Payroll Mapping

Review **Object 3999** and ensure the balance is **zero**. Journal any activity that did not properly map to the correct account(s).

Next, reconcile the payroll mapping accounts (**Objects 956x**). These suspense accounts should **net to zero** after reimbursement transfers from other funds and current liability payments have been accrued. Journal any remaining balance to the appropriate **3xxx employee benefit object code**.

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Sales & Use Tax

Prepare and reconcile the final **2025-26 Sales/Use Tax Report**.

Object 9580 (Sales/Use Tax Suspense) should **net to zero** after recording the Estimated Payable for the tax owed. Any remaining cents may be journaled to a supplies object code.

Reminder: Review **Object 9580** in **all funds**.

If another fund has a balance, either:

- Set up an Estimated Payable to pay **SBE**; **or**
- If **Fund 01** will pay the entire amount, record a **Due From Other Fund** in Fund 01 and a corresponding **Due To Other Funds** accrual in the other fund.

Bank Reconciliations

Review bank reconciliations for:

- Revolving Cash
- Cash Clearing
- Cafeteria
- Risk Management
- Petty Cash
- Other imprest cash accounts

Verify that:

- Outstanding revolving cash reimbursements have been accrued as payables.
- Site petty cash activity has been recorded.
- Bank fees, NSF checks, check reorder charges, and similar expenditures have been accrued.
- Cafeteria and CFD account balances agree to the bank reconciliations.

Accounts Receivable Application

Use the **Accounts Receivable Application** to **set up**:

- Estimated Receivables
- Due From Other Funds
- Due From Grantor Government

Cash Clearing deposits **received by June 30** but not yet deposited with the County Treasurer should be accrued as receivables.

Review funds received after June 30 to determine the appropriate fiscal year.

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- If the funds belong to **FY 2025-26**, record them as an **appropriated receivable**.
- In **FY 2026-27**, create an **Accounts Receivable Cash Receipt** and submit the auditable transmittal and all checks to DFS for processing.

Reminder: If receipting prior-year revenue, use an **Accounts Receivable Cash Receipt** (Accounts Receivable Application), **not** a **District Cash Receipt**.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Monday, July 6, 2026]

3. Subject: Year-End Closing Hint #3 – Closing Entry Report

Good morning,

This Week's Focus: Run the **Closing Entries Report** to identify and resolve issues before year-end closing. Clearing these items now will help reduce year-end errors and make the closing process smoother.

Run the Closing Entries Report

Run the **Closing Entries Report** to identify existing errors that can be corrected before year-end.

Navigation:

COMPASSedu → Accounting → General Ledger → Financial Tab → Closing Entries

Report Criteria:

- **Closing Fiscal Year:** 2026
- Select **Run Report** *(do not select "Report and Update")*

Asset & Liability Accrual Accounts

If the Closing Entries Report shows balances in the following asset and liability accrual accounts:

- 9210
- 9290
- 9310
- 9510
- 9610
- 9650

Run the **Open Payables** and **Open Receivables** Reports in COMPASSedu.

If the reports show **no outstanding payables or receivables**, review journal entries (**JE**) posted directly to:

- the asset/liability objects listed above; or
- the related accrual setup objects:
  - 9229
  - 9299
  - 9319
  - 9529
  - 9599
  - 9659

Year-End Closing Hints & Accrual Review Emails

Review **FY 2024-25** activity and investigate any entries that should be cleared or reversed in **FY 2025-26**.

Prior-Year Prepaid Expenses (Object 9330)

Did your district record prepaid expenses at year-end for **FY 2024-25**?

If so, and the amount is still in **Object 9330**, journal the expense into **FY 2025-26** by:

- **Crediting Object 9330 (Prepaid Expense)**; and
- **Debiting the appropriate expenditure object code.**

Object **9330** should have a **zero balance**, unless prepaid expenses have been recorded for **FY 2025-26**.

Reconcile the prepaid expense balance to verify that all **FY 2024-25** activity has been moved to the appropriate expenditure account(s).

9000 Suspense Accounts

Review any remaining balances in the **9000 Suspense Accounts**.

Reminder: Reconcile the balance and record any necessary **Estimated Receivable** or **Estimated Payable** accruals. Journal any remaining balance to the appropriate expenditure object code.

For additional guidance, refer to the **2025-26 Year-End/Unaudited Actuals Workshop** presentation for the sections covering **accruals** and **Closing Entries Report errors**.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Monday, July 6]

4. Subject: Year-End Closing Hint #4 – SACS Web System

It's a two-for-one Helpful Hint kind of day!

The **2025-26 SACS Web System** for Unaudited Actuals is now available.

Access the system here

Running a SACS extract early in the year-end process allows you to identify and resolve errors before preparing your Unaudited Actuals, reducing last-minute corrections and delays.

Run a SACS Extract

Run a **SACS extract** for your **2025-26 Unaudited Actuals** and review any existing errors.

Focus on **TRC errors** in the following sections:

- **IMPORT**
- **GENERAL LEDGER**

Addressing these errors early will help streamline the year-end closing process and reduce the number of corrections needed later.

Review Form CEA

Review **Form CEA** to identify any potential deficiencies. This provides time to:

- Evaluate expenditure coding.
- Process any necessary journal entries before submitting Unaudited Actuals.

Reminder: Refer to the **2025-26 Year-End/Unaudited Actuals Workshop** presentation, for additional guidance on reviewing and resolving Form CEA deficiencies.

What's New

For information on updates to the **2025-26 SACS Web System**, visit the **"What's New"** section of the **CDE Financial Reporting** webpage.

CDE Financial Reporting – What's New
If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

Year-End Closing Hints & Accrual Review Emails

[Monday, July 13, 2026]

5. Subject: Year-End Closing Hint #5 – AC Accounts Journal Entries

Good morning,

Districts with **AC Accounts** (e.g., **Funds 93, 49, 52, 56, and 90**) require a different process for recording year-end accruals. This Helpful Hint outlines how to properly record and reverse those accruals.

AC Accounts

Due to SAP restrictions, **Estimated Payables** and **Estimated Receivables** cannot be recorded in COMPASSedu for funds held outside the County Treasury.

Instead, record year-end accruals for **AC Accounts** using **journal entries in FY 2025-26**.

Tip: Multiple revenue, expenditure, or abatement entries may be included on a single journal entry, provided they are within the **same fund**.

Journal Entry Offsets

For Revenues or Abatement of Expenditures

Use the appropriate accrual setup object:

- **9229** – Estimated Receivable
- **9299** – Due From Grantor Government
    - *(Example: June 2026 NSL Revenue – Object 8220)*
- **9319** – Due From Other Fund

For Payables or Abatement of Revenue

Use the appropriate accrual setup object:

- **9529** – Estimated Payable
- **9619** – Due To Other Fund
    - *(Example: Fund 93 salaries owed to the General Fund)*

Reverse the Accruals in FY 2026-27

In **FY 2026-27**, reverse the accruals by clearing the related asset and liability accounts:

- **9210** – Accounts Receivable
- **9290** – Due From Grantor Government
- **9310** – Due From Other Fund
- **9510** – Current Liability
- **9610** – Due To Other Fund

The offset for the actual transaction will typically be:

- **9210** – Cash in Bank; or
- **9135** – Cash with Fiscal Agent

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Wednesday, July 15, 2026]

6. Subject: Year-End Closing Hint #6 – Accrual Listing

Good afternoon,

The **2025-26 BAS Estimated Accrual Listing** is now available on the BAS website.

2025-26 Estimated Accrual Listing

The current listing includes accrual information received to date.

Reminder: A revised version will be posted once **4th Quarter Interest** is received from the **County Auditor-Controller's Office**. The **final accrual listing** is expected to be available by **August 12, 2026**.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Monday, July 20, 2026]

7. Subject: Year-End Closing Hint #7 – Stores Inventory and General Ledger Alignment

Good morning,

Districts with a **Stores Account (Object 9320)** should verify that the **Warehouse Inventory** balance as of **June 30** agrees to the general ledger. This Helpful Hint outlines the steps to reconcile inventory and avoid common Closing Entries errors.

Reconcile Warehouse Inventory

Once physical inventory is complete and all adjustments have been posted, update the general ledger (**Object 9320**) to reflect the actual inventory value.

Inventory Comparison	**Required Journal Entry**
Inventory is lower than the general ledger	Credit Object 9320 – Stores Debit Object 43xx – Supplies
Inventory is higher than the general ledger	Debit Object 9320 – Stores Credit Object 43xx – Supplies

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Quick Tip

If **Object 9329** has a balance, reclassify the amount to **Object 9320** using a journal entry.

Budget Transfer Requirement

Record the inventory asset value in the fund balance reserve:

Debit	**Credit**
9790 – Unassigned/Unappropriated* *If Object 9790 does not have a sufficient balance, you may need to use Object 9780 or 9789 instead.	9712 – Reserve for Inventory

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Reminder: Object 9320 should equal **Object 9712**. If these balances do not match, the district will receive a **Closing Entries Report** error.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Wednesday, July 22, 2026]

8. Subject: Year-End Closing Hint #8 – Direct Charges

Good morning,

Direct charges help ensure programs are charged for the services they receive. This Helpful Hint provides a few reminders to help you review direct charges before year-end.

Direct Charges

Have all direct charges (e.g., maintenance work orders, district vehicle use, duplication, copier usage, postage, and field trips) been properly allocated to programs?

Use:

- **Objects 5710–5749** for transfers **within the same fund (Intra-Fund)**.
- **Objects 5750–5799** for transfers **between funds (Interfund)**.

Review Direct Charges (Objects 5710–5749)

Before year-end:

- Review your district's list of centralized services and ensure departments are charged based on actual usage.
- Remind departments to submit usage data before year-end deadlines.
- Run a **Budget Summary Report (EduReports 3.0)** for **Objects 5710–5749** to verify that transfers **net to zero within each object**.

Reminder: If the transfers do not net to zero, run a **Financial Activity Report** to identify and correct any discrepancies.

Interfund Direct Charges (Objects 5750–5799)

Verify that:

- **Estimated Receivables (Due From Other Fund)** have been recorded.
- **Estimated Payables (Due To Other Fund)** have been recorded.
- **Debits equal credits.**

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Friday, July 24, 2026]

9. Subject: Year-End Closing Hint #9 – Cafeteria Fund (93)

Good morning,

If your **Cafeteria Fund** is maintained as an **AC Account (Fund 93)**, a few additional year-end steps are required to ensure all activity is properly recorded.

Financial Statements

Contact the appropriate cafeteria staff and request that all **FY 2025-26 financial statements** be submitted to the business office. This ensures all Cafeteria Fund activity is properly recorded through journal entries.

Year-End Accruals

Record manual accruals for any outstanding payables and receivables.

Be sure to accrue:

- **Due To Other Fund (Estimated Payable)** in the **Cafeteria Fund (93)**.
- **Due From Other Fund (Estimated Receivable)** in the **General Fund**.

This commonly applies to:

- Indirect costs
- Usage charges
- Unreimbursed payroll

Reminder: Process a journal entry to record the **Fair Market Value of Cafeteria Food Commodities**.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Monday, July 27, 2026]

10. Subject: Year-End Closing Hint #10 – Due to/Due From

Good morning,

Have you recorded all amounts owed **between funds** for **FY 2025-26**? Before closing the books, verify that all Due To / Due From activity has been properly recorded.

Record Year-End Accruals

If not already recorded, set up:

- **Due From Other Fund (Estimated Receivable)**
- **Due To Other Fund (Estimated Payable)**

Next Steps in FY 2026-27

After submitting your **2025-26 Unaudited Actuals**:

1. **Process an Interfund Transfer** to move cash between funds.
2. **Close the Due To / Due From accruals.**

Reminder: We recommend completing both steps by **October 31, 2026**, in time for **First Interim** reporting.

Additional Resource

For examples, refer to the **2025-26 Unaudited Actuals Presentation**, **Slides 136 and 142**.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Wednesday, July 29, 2026]

11. Subject: Year-End Closing Hint #11 – Temporary Loan, TRANS, Other Temp Borrowing

Good morning,

To avoid **Closing Entries** errors, verify that all temporary borrowing has been properly accrued at year-end and that the applicable loan objects have a **zero balance**.

Temporary Loans (Object 9648)

For **FY 2025-26**, record:

- **Due From Other Fund (Estimated Receivable)** in the lending fund(s).
- **Due To Other Fund (Estimated Payable)** in the borrowing fund(s).

In **FY 2026-27**, close the accruals and record the loan using **Object 9648**.

TRANS (Object 9641) & Other Temporary Borrowing (Object 9649)

Note: Object 9641 should be used for **TRANS principal only**.

For **FY 2025-26**, set up an **Other Loans (Estimated Payable)** accrual.

In **FY 2026-27**, close the accrual and reclassify the loan to **Object 9641** or **Object 9649**, as appropriate.

Reminder: To avoid **Closing Entries** errors, ensure **Objects 9648, 9641, and 9649** have a **zero balance** at year-end.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Friday, July 31, 2026]

12. Year-End Closing Hint #12 – STRS On-Behalf

Good morning,

Districts are required to record a **STRS On-Behalf** journal entry for **FY 2025-26**.

Use the **STRS On-Behalf 2025-26 Contribution to Book** spreadsheet to determine your district's amount.

STRS On-Behalf 2025-26 Contribution to Book

Journal Entry

Journal Entry	**Resource/Object Coding**
Credit Revenue (Object 8590)	01-7690-0-000-0000-8590-000-0000
Debit Expense (Object 3101)	01-7690-0-1110-1000-3101-000-0000

Charter Schools (Fund 09)

If your district operates a **charter school in Fund 09**:

- Post the **proportionate share** of STRS On-Behalf to **Fund 09** separately.
- **Do not** include the Fund 09 amount in **Fund 01**.
- If your charter is **not listed separately** on the spreadsheet, use the **STRS On-Behalf Worksheet** to calculate the appropriate share for Fund 09.

Additional Resource: Refer to the **2025-26 Unaudited Actuals Presentation**, **Slide 98**, for additional guidance.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Monday, August 3, 2026]

13. Subject: Year-End Closing Hint #13 – Semi-Annual Personnel Certifications

Good morning,

As you prepare for year-end, take time to review your categorical program files to ensure all required personnel documentation is complete and payroll costs have been properly allocated.

Semi-Annual Personnel Certifications

Review your federal program files to ensure **Semi-Annual Personnel Certifications** have been completed for employees working under a **Single Cost Objective**.

- Certifications may be signed by the **employee** or a **supervisor with direct knowledge** of the employee's work.
- Refer to **CSAM Procedure 905** for a sample blanket certification form.

Personnel Activity Reports (PARs)

Review **Personnel Activity Reports (PARs)** for **multi-funded employees**.

Verify that:

- Time reporting has been completed.
- Payroll costs have been adjusted based on the actual time reported in the program ledgers.

Journal Entry Reminders

Staff reassignments based on **time reporting** should be journaled between the appropriate **salary and benefit accounts**.

Journal entries may include changes to:

- Resources
- Goals
- Functions
- Schools
- Management codes

Reminder: If the **object code remains the same**, the journal entry will post **without an audit hold**.

Complete all salary and benefit allocation journal entries **before** calculating **indirect cost** and recording **Estimated Receivable/Estimated Payable (Unearned Revenue)** accruals.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Wednesday, August 5, 2026]

14. Subject: Year-End Closing Hint #14 – Indirect

Good morning,

Districts must apply the **CDE-approved Indirect Cost Rate** when charging indirect costs to restricted resources in **FY 2025-26**. This Helpful Hint outlines the required calculations, journal entries, and year-end review steps.

Before You Begin

Verify your district's approved indirect cost rate:

CDE Indirect Cost Rates

Review program-specific indirect cost limitations:

SACS Resource Query

Calculate Indirect Costs

Apply your approved indirect cost rate to **eligible expenditures**, excluding:

- **Sub-agreements (Objects 51xx)**
- **Capital Outlay (Objects 6xxx)**
- **Other Outgo/Uses (Objects 7xxx)**

Journal Entries

Within the Same Fund (Objects 7310)

Journal Entry	Coding
Debit (Charge to Program)	01-XXXX-0-0000-7210-7310-000-0000
Credit (Reimbursement)	01-0000-0-0000-7210-7310-000-0000

Between Funds (Objects 7350)

Record the appropriate **Due From / Due To** accruals.

Journal Entry	Coding

Debit (Charge – Estimated Payable)	13-53x0-0-0000-7210-7350-000-0000
Credit (Reimbursement – Estimated Receivable)	01-0000-0-0000-7210-7350-000-0000

Reminder: Each object must **net to zero** within the fund or, for interfund charges, between funds. The **SACS TRC** will identify any out-of-balance entries.

Cafeteria Fund (93)

The Cafeteria Fund may only be charged the **lesser** of:

- The district's approved indirect cost rate; **or**
- The statewide average (**6.20% for FY 2025-26**).

Direct vs. Indirect Costs

If a program allows administrative costs to be charged **without using the indirect cost rate**, **do not** record those costs to **Objects 7310 or 7350**.

Instead:

- Charge the costs **directly to the program**; or
- Use **Objects 57XX** for direct cost allocation.

Reference: Examples of both indirect and direct cost transfers are available in **CSAM Procedure 615**.

Final Review

After posting indirect cost journal entries and performing a new **SACS Extract/Import**, review **SACS Form ICR (Exhibit A)** to verify that **no program exceeds its approved indirect cost rate**.

Helpful Reminders

- Code **Sub-agreements** to **Object 5100**. *(Only the first **$25,000 per agreement** counts toward indirect costs.)*
- Code **Staff Relations & Negotiations** to **Function 7120** so the costs are included in the indirect cost pool.
- Use **Function 7190** for **Single Audits** *(federal expenditures ≥ $500,000)*.
- Use **Function 7191** for all other audits.

Refer to the **2025-26 Unaudited Actuals Presentation**, **Slides 92–96**, for additional guidance.

Year-End Closing Hints & Accrual Review Emails

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Friday, August 7 2026]

15. Subject: Year-End Closing Hint #15 – GASB 31 Fair Market Value Adjustment

Good morning,

Districts are required to report **Cash in County Treasury** at **fair market value (FMV)** in accordance with **GASB Statement No. 31**. This Helpful Hint outlines the process for calculating and recording the required adjustment.

Calculate the FMV Adjustment

Use the **GASB 31 – FMV Adjustment Workbook** to calculate the required fair market value adjustment.

GASB 31 – FMV Adjustment Workbook

Workbook Overview

The workbook contains three tabs:

Workbook Tab	Purpose
Instructions	Explains how to run and import the General Ledger cash balance report.
Cash Balances	Populates when the General Ledger cash balance report is imported.
Cash in County FMV	Calculates the FMV adjustment and generates the required journal entries for each fund with a cash balance.

Tip: For funds with multiple resources, record the journal entry in the **primary resource** of the fund.

Examples:

- **Fund 11 → Resource 6391**
- **Fund 13 → Resource 5310**

Journal entries should be recorded **at the fund level**.

Journal Entry Submission

These are **auditable journal entries** and require:

- A signed transmittal.
- A copy of the completed **FMV Adjustment Workbook**.

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Submit both to **District Financial Services (DFS)** for final posting.

Reversal Requirement

The FMV adjustment must be **reversed in FY 2026-27**.

You may process the reversal immediately in FY 2026-27 or later in the fiscal year based on your district's timeline.

TRC Warnings

Reminder: The FMV adjustment often results in **negative balances** in:

- **Object 8662 – Interest**
- **Object 9111 – Fair Value Adjustment to Cash in County Treasury**

As a result, you may receive a **TRC Warning**.

Sample explanation:

Negative amount due to GASB 31 Cash in County FMV entry.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Monday, August 10, 2026]

16. Subject: Year-End Closing Hint #16 - Federal Interest

Good morning,

Districts are required to calculate **interest earnings on federal restricted programs (Resources 3000–5999)**, unless the resource is specifically exempt. This Helpful Hint outlines the available calculation tools and year-end requirements.

Federal Interest Resources

Visit the BAS website for:

- The list of **excluded federal resources**.
- The **2025-26 quarterly interest rates** (updated with Quarter 4 rates).

Federal Interest – BAS Website

Interest Calculation Methods

You may use either of the following tools:

- **Quarterly Interest Report** in **COMPASSedu EduReports 3.0** *(recommended)*.
  - Manually enter the current quarterly interest rates from the BAS website.
- **Daily Interest Calculation Worksheet**, available on the BAS website.

Reminder: If your district owes **more than $500** in interest to CDE, a payable must be established in accordance with CDE instructions.

Year-End Interest Payable

As of **June 30, 2026**, establish an **Interest Payable** for any **federal interest owed**, **less any interest payments remitted by June 30**.

Account	Coding
Interest Payable (Object 8660)	xx-0000-0-0000-0000-8660-000-0000

Note:

- Record the payable in the **fund where the interest was earned**.
- Do **not** record the payable in the federal resource where the expenditures occurred.
- For **Fund 01**, record all federal interest to **Resource 0000 (Unrestricted)**.

Documentation

Maintain copies of all calculations and supporting reports for audit purposes.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Thursday, August 13, 2026]

17. Subject: Year-End Closing Hint #17 - Form CAT

Good morning,

If you haven't already started, now is the time to begin preparing **Form CAT**. Before completing the form, review each categorical program to ensure expenditures, carryover, and contributions have been recorded accurately.

Before You Begin

Before preparing **Form CAT**, ensure:

- All **current-year expenditures**, including direct charges and indirect costs (if applicable), have been posted.
- No additional charges will be made to categorical programs by other departments.

Review Each Categorical Program File

For each categorical program:

Confirm the file includes the most recent **grant or entitlement award letter**.

Determine whether the program uses:

- A **restricted ending balance (entitlement)**, or
- A **deferred balance (grant).**

Review any **carryover limitations**.

- Journal allowable expenditures, if necessary, to avoid forfeiting funds.
- **Reminder:** Carryover waivers may only be requested once every **three years**.

Verify:

- Prior-year carryover has been recorded correctly.
- Prior-year open receivables and payables have been resolved.
- Expenditures have been reviewed with program staff and coded correctly.
- Indirect costs have been applied using the district's approved **2025-26 indirect cost rate** or the program's capped rate.
- Grant coordinators have been notified of any unspent funds that may be forfeited.

Program Matching & Required Contributions

Review each restricted resource for:

- Required matching contributions
- Flexibility transfers
- District contributions

Contribution Object Codes

Contributions Within the Same Fund

Contribution Type	Object Code
Unrestricted General Fund contribution	8980
Restricted program contribution	8990

Contributions Between Funds – Requires Due To/ Due From Accruals

Entry	Object Code
Credit – Receiving Fund (Estimated Receivable)	891x
Debit – Contributing Fund (Estimated Payable)	761x

Once contributions have been posted, you're ready to complete **Form CAT** and establish any necessary receivables or payables.

Reminder: Do **not** report both a **receivable** and a **liability (deferral)** for the same grant.

Final Allocation Schedules

Use the following **2025-26 CDE Final Allocation Schedules** for Title programs:

- Title I, Part A
- Title I, Part D
- Title II, Part A
- Title III – English Learners
- Title III – Immigrant
- Title IV, Part A
- Title V, Part B

For prior-year carryover, refer to the allocation schedule for the applicable fiscal year.

Most other restricted resource schedules are available here:

CDE Principal Apportionment & Special Education Funding

Additional Resource

Refer to the **2025-26 Unaudited Actuals Presentation** for additional guidance.

UA Workshop Materials – BAS

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

[Thursday, August 13, 2026]

18. Subject: Year-End Closing Hint #18 - Final Accrual Listing Posted

Good morning,

The **final 2025-26 BAS Full Accrual Listing** is now available on the BAS website.

2025-26 BAS Full Accrual Listing

This final listing includes all accruals submitted to BAS **through August 10, 2026**.

Reminder: If an accrual was **not submitted by the August deadline**, it must now be addressed in the **current fiscal year**.

If you have any questions, please contact your Business Services Advisor.

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[Thursday, August 13, 2026]

19. Subject: Year-End Closing Hint #19 - RRMA Contribution

Good afternoon,

Don't forget to process your **Routine Restricted Maintenance Account (RRMA) Contribution** before closing the books.

RRMA Contribution Requirement

Districts are required to contribute **at least 3% of total General Fund expenditures and other financing uses** to the **Routine Restricted Maintenance Account (RRMA)**.

Excluded Resources

Per **SB 98, SB 820, and AB 130**, the following resources are **excluded** from the RRMA calculation:

3210, 3212, 3213, 3214, 3215, 3216, 3218, 3219, 5316, 7027, and 7690

Additional Resource

Refer to the **2025-26 Unaudited Actuals Presentation**, **Slides 27–28**, for additional guidance.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

20. Year-End Closing Hint #20 - SACS TRC & Closing Entries Report

[Friday, August 14, 2026]

As part of your year-end close, perform a **SACS Extract/Import** and run the **Technical Review Check (TRC) Report** to identify any remaining data issues before submitting your Unaudited Actuals.

Technical Review Check (TRC) Report

Review both the **Import** and **General Ledger** sections of the TRC Report.

TRC Reminders

- **Fatal errors** must be corrected.
- **Warning errors** must be corrected or include an explanation.

Most TRC errors will require one or more of the following:

- A journal entry
- An accrual set-up
- A budget transfer

Troubleshooting Common TRC Errors

Resource, Goal, and Function errors often display a **roll-up code** rather than the actual account.
Example: The TRC may display **Resource 9010**, while the actual transaction is posted to **Resource 9650**.
Use **COMPASSedu EduReports 3.0** to help locate the transaction:

- For **Goal** or **Function** errors, search using the **first two digits**.
- For **Resource** errors, begin with the **first digit** to identify related account lines.

Correcting TRC Errors

1. Post the correcting journal entry in **COMPASSedu**.
    - If the entry is **auditable**, submit it to **DFS** for processing.
2. In the **SACS Software**, go to **User Data, Input Review** and delete the incorrect account line.
3. Perform a new **SACS Extract/Import**.

Reminder: Simply importing a corrected file **will not overwrite** the incorrect account line. The incorrect line must first be deleted from **Input Review**.

Closing Entries Report

Now is also a good time to run the **Closing Entries Report** for **FY 2026** in **COMPASSedu**.
Review any remaining errors that may require:

- A journal entry
- An accrual set-up
- A budget transfer

Additional Resource

Refer to the **2025-26 Unaudited Actuals Presentation**, **Slides 150–160**, for step-by-step guidance.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

21. BAS Accrual Review Hint #21 – Action Items Due August 14

[Friday, August 14, 2026]

Beginning **August 17**, Business Advisory Services (BAS) will begin reviewing each district's:

- Financial Accruals Report
- Closing Entries Errors
- Budget Appropriations

Action Required by 4:00 p.m. on August 14

Please email the following to **BAS@sbcss.net**:

BAS Accrual List

Include:

- All **Estimated Receivable (ER)** and **Estimated Payable (EP)** numbers.
- An additional line for **State Aid (Object 8011)** using the amount from the **8011 Accrual Report**.

SACS TRC Error Report

Submit your **most recent SACS TRC Error Report** in **PDF** format.

Providing these items allows BAS to review your accruals and assist with clearing any outstanding errors.

TRC & Accrual Review Tips

When reviewing your **SACS TRC Report**:

- Focus on the **Import** and **General Ledger** sections.
- **Fatal errors** must be corrected.
- **Warning errors** must be corrected or include an explanation.

Most errors require one or more of the following:

- Journal entry
- Accrual setup
- Budget transfer

Common Fixes

- **Excess-Assign-REU** – Adjust directly in the **SACS Components of Ending Fund Balance**.
- **EFB-Positive** or **Obj-Positive** – Often indicates a restricted resource that requires an **Estimated Receivable** or **Unearned Revenue (Estimated Payable)**.

Tip: Use your **CAT Form** to determine which accrual is needed and the appropriate amount.

Before You Lock the System

If all **Closing Entries** errors have been cleared, make sure you lock the following modules before BAS locks the financial system:

- Receivables & Payables Setup
- Budget Transfers
- Journal Entries

Failure to lock these modules will prevent you from performing the **Closing Entries Update**.

BAS will lock the financial system to all **2025-26 activity** on **Friday, August 28**.

Final Check

Before locking the system, review **SACS Form ICR (Exhibit A – Highest Rate Used)** to verify that **no program has been charged an indirect cost rate higher than allowed**.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

22. Year-End Closing Hint #22 - Form A & LCFF

[Wednesday, August 19, 2026]

The **2025-26 Form A with detail** is now available and reflects all revisions received by **August 11, 2026**.
Form A – BAS UA Workshop Materials
Use this information to complete your **2025-26 SACS Form A** as part of your Unaudited Actuals submission.

Form A Reminder

Line 6 – Funded ADA reflects the basis on which your district is funded under **LCFF**.
Funding may be based on:

- Current Year ADA
- Prior Year ADA Guarantee
- Three-Year Average ADA

The funding method shown is whichever provides the **highest funding** for your district.

LCFF Revenue Review

Object 8011 – LCFF State Aid

- Reconcile **Object 8011** to the **P-2 Certification** after posting the June P-2 accrual.
- If the balance does not reconcile, verify that **prior-year activity** has been reclassified to **Object 8019, Resource 0000**.

Object 8012 – Education Protection Account (EPA)

- Reconcile **Object 8012 (Resource 1400)** to the **P-2 Certification**.
- Reclassify any prior-year activity to **Object 8019, Resource 1400**.
- Process the journal entry for final EPA expenditures.

Refer to **Slide 22** of the **2025-26 UA Presentation** for additional guidance.
No EPA accrual is required for FY 2025-26.

Object 8096 – In-Lieu of Property Taxes (Charter Schools Only)

Before recording the accrual:

- Verify **Object 8096** agrees to the **P-2 Certification** for Local Revenue.
- Move any prior-year activity to **Object 8019**.
- Confirm the final balance agrees to your **LCFF Calculator**.
- Verify the amount with your charter school(s).

P-2 Certification

View your district's **2025-26 P-2 Certification** here:
CDE Apportionment Exhibit – P-2

Need Your LCFF Calculator?

Email **Wendryn Barnhart** to request your district's LCFF Calculator.
If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

23. Year-End Closing Hint #23 – Form Lottery

[Thursday, August 20, 2026]

Using your most recent **Unaudited Actuals SACS Extract**, run the **SACS Lottery Report** to verify the appropriate use of lottery funds.

Review "Gray Area" Expenditures

If your Lottery Report includes expenditures in the **gray-shaded areas**, the SACS TRC will generate an edit check.
You must either:

- Correct the expenditure, **or**
- Provide an acceptable explanation in the **Item D** comment box.

Common Issues & Resolutions

Equipment Purchases

Equipment purchases charged to **Restricted Lottery (Resource 6300)** are **not allowable**.
Resolution: Journal the expenditure to **Unrestricted Lottery (Resource 1100)** or another appropriate funding source.

Field Trips

Field trips **cannot** be charged to **Restricted Lottery (Resource 6300).**
Resolution: Journal the expenditure to **Resource 1100** or another appropriate funding source.

Duplication & Printing

Duplication and printing costs for **instructional materials** are allowable **with a written explanation** in the **Item D** comment box.

If you have any questions, please contact your Business Services Advisor.

Year-End Closing Hints & Accrual Review Emails

24. Year-End Closing Hint #24 - Form A & LCFF
[Friday, August 21, 2026]

Pre-Lock Checklist

Before the system lock:

- Post all **auditable journal entries**.
- Run the **Closing Entries Report** in **COMPASSedu** for **FY 2026**.
- Review the report for any remaining errors.

If the only items preventing the system from closing are:

- Journal Entries (JE)
- Budget Transfers (BT)
- PCL Setup

Email **DFSManagementTeam@sbcss.net** and request that those applications be closed.
Once the applications have been closed:

1. Run the **Closing Entries Report and Update** for **FY 2026**.
2. Print the **entire report**, including journal entries, as a PDF.
3. Submit the PDF with your **2025-26 Unaudited Actuals SACS Forms**.

Asset & Liability Report

Districts must also submit an **error-free (Page 1) Asset & Liability Report** with their Unaudited Actuals SACS Forms.
Before submitting:

- Run the report in **COMPASSedu** for **FY 2026**.
- Verify **Page 1** contains **no errors**.

Note: BAS will complete the **Asset & Liability Update** after your Unaudited Actuals have been approved.

Final SACS Extract

After all systems have been locked, run a **final SACS Extract** to verify that all corrections and updates are reflected in your **2025-26 SACS Fund and Supplemental Forms**.

If you have any questions, please contact your Business Services Advisor

Year-End Closing Hints & Accrual Review Emails

25. Year-End Closing Hint #25 – SACS Forms
[Monday, August 24, 2026]

Several **SACS forms and reports** require information from departments outside the business office. If you haven't already, now is the time to begin gathering the information needed to complete these forms.

GANN Form

Before completing the GANN Form:

- Enter the total **Medicare (Objects 3331 and 3332)** for:
  - **Fund 01**
  - **Fund 09** *(if charter schools are reported with the district)*
- Enter both **2025-26 Actuals** and **2026-27 Budget** amounts.

Additional reminders:

- The **Board of Trustees** must approve the **GANN Limit** by separate agenda item and resolution.
- Submit the **signed board resolution** with your Unaudited Actuals SACS Forms.
- If an amount appears in **Section D, Line 10**, notify the **State Department of Finance** using the mailing instructions provided on the form.

Refer to **Slides 180–182** of the **2025-26 UA Presentation**.

PCRAF (Program Cost Report Allocation Factors)

Gather the following information:

- Teacher FTEs
- Classroom Unit Counts
- Pupils Transported by Program

These factors are used to allocate instructional support and maintenance & operations costs to educational goals.
Reminder: If your district reports ADA for a program, at least **one teacher** and **one classroom unit** should be assigned.
Refer to **Slides 183–192**.

ASSET Form (Fixed Assets)

To prepare the ASSET Form:

- Run the **Fixed Asset Report** to identify **2025-26 increases and decreases**.
- Run the **EduReports 3.0 Fund Balance Report** using:
  - **Function:** 85xx
  - **Object:** 6xxx

Use these reports to reconcile changes in fixed assets.
Refer to **Slides 163–165**.

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DEBT Form

Gather information for:

- New long-term debt
- Existing long-term debt
- Accrued vacation leave

Use the **SACS Conversion Entry Report (Detail Tab)**.
Tip: Conversion Entries CE002 and CE003 can assist with reconciliation.

SEMA (Special Education Maintenance of Effort)

Before completing SEMA:

- Complete the **PCRAF** form.
- Complete all **LEA** tabs.
- Verify that **LEA Exps PY** reflects the most recent prior fiscal year.
- Verify that the **Comparison Year** on the **LEA MOE Calc** tab reflects the last year the MOE requirement was met.

Refer to **Slides 107–117**.

If you have any questions, please contact your Business Services Advisor

Year-End Closing Hints & Accrual Review Emails

26. Year-End Closing Hint #26 – System Locks at 4:00 p.m. Today
[Tuesday, September 1, 2026]

Reminder: The financial system will lock at 4:00 p.m. today for all FY 2025-26 activity.

Final Checklist
Before 4:00 p.m., be sure to:

- **Post all auditable journal entries.**
- **Run the Closing Entries Report in COMPASSedu.**
- **If the only remaining items are JE, BT, or PCL Setup:**
  - **Email your Business Services Advisor to request application closure.**
  - **Once all applications are closed, run the Closing Entries Report and Update.**

Need Assistance?
If you need additional time or have concerns about meeting today's deadline, contact your Business Services Advisor as soon as possible.

Thank You
Thank you for your partnership throughout the 2025-26 year-end closing process. We sincerely appreciate the time, effort, and dedication your district team has invested over the past several weeks. We wish you a successful Unaudited Actuals submission and look forward to continuing to support you throughout the year.