SAN MATEO COUNTY OFFICE OF EDUCATION

Excellence and Equity in Education

Marco A. Chávez • County Superintendent of Schools

DATE: November 3, 2026

TO: District Chief Business Officials
Charter School Business Officials

FROM: Dhanya Unni
Executive Director, District Business Services

SUBJECT: **2026-27 First Interim Financial Report Submission Requirements**

Education Code Section 42130 requires local educational agencies to submit two interim financial reports to the District Governing Board each year. The First Interim report covers the financial and budgetary status of the district for the period ending October 31; the Second Interim report covers the period ending January 31.

The 2026-27 First Interim Financial Report is now available on the Standardized Account Code Structure (SACS) web-based financial reporting system. The SACS Web System Application is designed to run in the Google Chrome browser and is available at the California Department of Education website at: https://www.cde.ca.gov/fg/sf/fr/. The SACS Web System **does not** require charter schools to use the SACS format. There is **no** Charter School Alternative form available in the SACS Web System for the 2026–27 interim reporting periods. Charter schools that prepare financial reports using the Charter School Alternative Form may continue to do so.

The 2026-27 First Interim Financial Report is due to the San Mateo County Office of Education (SMCOE), District Business Services (DBS), upon Board approval but no later than Tuesday, December 15, 2026.

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

A. I. SACS FORMS - Electronic copies are acceptable unless specified otherwise:

1. Form CI – INTERIM CERTIFICATION - *with **original** signatures; please include the Criteria and Standards Review Summary.*
2. Form 01I – GENERAL FUND SUMMARY - *with Unrestricted/Restricted/Combined breakdown.*
3. Form 08I - 073I – OTHER FUNDS SUMMARY, *fund balance on Budget or Actuals.*
4. Form AI – AVERAGE DAILY ATTENDANCE

5. LCFF FUNDING CALCULATIONS for the current and subsequent two fiscal years – *electronic copies only*. *SMCOE strongly recommends districts use the latest version of the FCMAT LCFF calculator*. ***SMCOE requires all LEAs to submit the LCFF calculator.***
6. Form SIAI – SUMMARY OF INTERFUND ACTIVITIES
7. Form TCI – TABLE OF CONTENTS
8. Form ICR – INDIRECT COST RATE
9. Form ESMOE – EVERY STUDENT SUCCEEDS ACT MAINTENANCE OF EFFORT EXPENDITURES
10. Form CASH – CASHFLOW WORKSHEET - ***2-year cashflow projection is required***.
11. Form MYPI – MULTIYEAR PROJECTIONS - GENERAL FUND

    Districts should not include in the 2025-26 budgets and multi-year projections (MYP) any proposed budget or staffing reductions that have not yet been approved by the District's Governing Board.
12. Form MYPIO – MULTIYEAR PROJECTION, OTHER FUNDS - *Required for funds projecting negative ending fund balance; a Board-approved restoration plan must be submitted to SMCOE with the Interim Report.*
13. Form 01CSI – CRITERIA AND STANDARDS - *Must accompany Interim Report when submitted to the Governing Board for certification. All data fields must be completed.* ***Detailed explanations are required when status is "not met".***
14. Form TRC – TECHNICAL REVIEW CHECKS
15. SACS2026 DATA – Data set should be promoted to "LEA 1st Level Review" for COE to review. *For instructions on how to promote, please see* ***Attachment A.***

II. SMCOE FORMS/REPORTS:

16. BUDGET ASSUMPTIONS SPREADSHEET *(Attachment B)* - *Districts* ***must*** *complete and submit budget assumptions as an electronic copy for the current and subsequent two fiscal years.*

    If the MYP includes significant budget cuts, please provide SMCOE with details of the proposed spending reductions, implementation timelines, and other related actions taken by the Board as of First Interim.
17. NEGOTIATION SETTLEMENTS – *Please submit all Public Disclosures of Collective Bargaining Agreements and copy of tentative agreements if negotiations are completed for the 2026-27 fiscal year and if they have* ***not yet*** *been submitted to SMCOE.*

    Disclosure of Collective Bargaining Agreement form and instructions on completing it can be accessed at SMCOE website under "Business Services – District Business Services – Accounting and Finance - Financial Forms".
18. NEW VOTER/NON-VOTER APPROVED DEBTS – *Please provide documentation for any new voter or non-voter approved debt such as General Obligation Bonds, Bond*

Anticipation Notes, Certificates of Participations, Capital Appreciation Bonds, and other long-term debts.

For non-voter approved debt, please provide documentation at least 30 days prior to the District's governing board's approval. Issuances include Certificates of Participation (COPs), lease purchases secured by real property, revenue bonds, Bond Anticipation Notes (BANs), Tax and Revenue Anticipation Notes (TRANs), and any debt instrument secured by real property and not subject to voter approval. Documentation includes repayment schedules, cost of issuance, evidence of the district's ability to repay the obligation, and other information as needed.

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

20. ADDITIONAL DOCUMENTS
SMCOE requires districts to submit the following documents with their interim reports:
    - *List Cash with fiscal agent balance as of October 31st (Attachment C).*
    - *Board Presentation for 1st Interim Certification (electronic format is acceptable)*

21. STRS ON-BEHALF PAYMENT (GASB 68)
The California Department of Education (CDE) recommends that LEA recognize and budget the State's on-behalf pension contributions to CalSTRS in the LEA's governmental funds. Resource 7690, STRS On-Behalf Pension Contributions, has been established to account for the receipt and expenditure of the financial assistance represented by the State's STRS contribution. Within Resource 7690, revenue should equal expenditures. A template and instructions to calculate this amount is posted on the Human Resources/Payroll > Retirement Reporting page on the SMCOE information website.

22. REVIEW SPECIAL EDUCATION MAINTENANCE OF EFFORT - SEMAI
It is highly recommended that the districts extract the SEMAI report. Enter the most recent year in which the MOE compliance was met. Compile a record of any exempt reductions that can be used at year end. Make any necessary adjustments to coding now instead of waiting till year end.

CHARTER SCHOOLS:

Education Code Section 47604.33 requires each charter school to prepare and submit Interim Financial Reports to the chartering authority and the County Office of Education on or before **Tuesday, December 15, 2026**.

*The **Charter School Alternative Form** (Attachment D) is available for charter schools to use for interim reporting purposes.*

The SMCOE requires charter schools to submit the following documents with their interim reports:

- *Signed Certification Page*
- ***2-years** Cash flow projection*
- *Multi-year projections – current and subsequent 2 years recommended*
- *LCFF calculator used to project LCFF entitlements (electronic copy)*

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

BASC Common Message

*The **BASC Common Message for First Interim** (Attachment E) is available to use for interim reporting purposes.*

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

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

We appreciate your cooperation and assistance regarding this matter.