

May 2, 2006

TO: School District Administrators  
FROM: Division of Administration and Finance  
SUBJECT: Financial Reporting (**Single and Dual Adoption Districts**)

The following is a synopsis of year-end financial reporting for both **single and dual adoption districts**:

**BUDGET/ESTIMATED ACTUALS**

**WHAT TO FILE:**

A printed copy of each of the following SACS forms is considered a complete budget submission. **PLEASE DO NOT STAPLE FORMS TOGETHER AND DO NOT PRINT DOUBLE-SIDED.**

- ✓ Adopted Budget/Estimated Actuals (All funds by object only)
- ✓ Average Daily Attendance (A)
- ✓ Budget Certification (CB) with original signature
- ✓ Workers' Compensation Certification (CC) with original signature
- ✓ Criteria and Standards Review (CS)
- ✓ Technical Review Checklist (TRC - Budget side only)
- ✓ Revenue Limit Summary (RL)
- ✓ Multi-Year Projections - Detailed assumptions must be included
- ✓ Current Expense Formula-Budget (CEB)
- ✓ Summary of Interfund Activities-Budget (SIAB)

**DUE DATE: JULY 1, 2006**

**For further information, contact Kim Baehr, senior accountant, District Advisory Services, at (661) 636-4617.**

KAB:mrp