

June 7, 2006

TO: School District Administrators
FROM: Division of Administration and Finance
SUBJECT: Accounts Receivable Report

Districts are required to forward to the Kern County Superintendent of Schools Office a copy of their end-of-year accruals for accounts receivable. A preliminary report from all school districts is required. A final report will be required should it differ from the preliminary report. The due dates are as follows:

July 14, 2006 - Preliminary Report
July 28, 2006 - Final Report (if different from preliminary)

No adjustments should be made after July 31 without consulting this office. These due dates will provide for efficiency in posting income to the receivables and to eliminate unnecessary fluctuations in the net ending balances.

Each district should submit a computer printout of its receivables report. **This report should be run and sorted by object number.**

All income that is due but has not been received by June 30 must be listed as an accounts receivable June apportionment, including special ed. Interest income, lottery and over (under) collection of property taxes will be accrued by this office.

Reports should be forwarded to this office, Attention: Jeannette Lenko, District Financial Services.

For assistance, please call Jeannette Lenko at (661) 636-4699.

SM:mrp