

July 29, 2009

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

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

BUDGET

WHAT TO FILE:

A printed copy of each of the following is considered a complete budget submission:

- ✓ Adopted budget (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)
- ✓ Summary of Interfund Activities – Budget (SIAB)
- ✓ Current Expense Formula – Budget (CEB)
- ✓ Revenue Limit Summary (RL)
- ✓ Multi-Year Projections – Detailed assumptions must be included
- ✓ MOE calculation.

DUE DATE: SEPTEMBER 8, 2009

- ✓ Adopted budgets, including either Estimated Actuals or Final 2008-2009 Unaudited Actuals

For further information, contact Connie Vargas, senior accountant, District Advisory Services, at (661) 636-4298.

SJM:mrp