

May 4, 2009

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 printed "portrait.")
- ✓ Average Daily Attendance (A)
- ✓ Budget Certification (CB) with original signature
- ✓ Workers' Compensation Certification (CC) with original signature
- ✓ Cash Flow Report
- ✓ Criteria and Standards Review (CS)
- ✓ Technical Review Checklist (TRC - Budget side only with no errors)
- ✓ 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, 2009

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

CV:mrp