

May 5, 2009

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 17, 2008 - Preliminary Report
July 31, 2008 - 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. This office will accrue, on behalf of the districts, the February and June apportionments, including Special Ed, 3rd and 4th quarter interest, Lottery, and over (under) collection of property taxes.

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

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

MG:lsf