



CSIS California School Information Services

February 2010

To: Business Officials in California County Offices of Education

Re: Updates to the *Fiscal Procedural Manual for Business Officials in County Offices of Education*.

On behalf of the Fiscal Crisis & Management Assistance Team Board of Directors and in conjunction with the CCSESA, BASC and SFSS, I am pleased to present the 2010 updates and additions to the *Fiscal Procedural Manual for Business Officials in County Offices of Education*.

The *Fiscal Procedural Manual* was originally published in January 2005 and distributed at the 2005 BASC annual conference in a loose-leaf binder format to enable users to easily update their copies.

The *Fiscal Procedural Manual* is updated annually to maintain its currency and applicability for effective use by business officials in county offices of education. Detailed and highly professional updates are provided by SFSS, with review and final approval provided by BASC.

Following is a list of the enclosed updates for 2010. The enclosed items are to replace existing sections or pages in the manual. Sample documents and forms for each section that were previously provided in hard copy are now be available online at www.fcmat.org, as part of the complete downloadable manual.

- 1 Updated title page.
2. Updated Index (P-000) page .
3. Updated Procedure 003 (P-003) pages, *Facility Maintenance Accounts* .
4. Updated Procedure 010 (P-010) pages, *Cash*.
5. Updated Procedure 023 (P-023) pages *Debt* (formerly *Tax Override and Bond Interest Redemption Funds*).

New this year, the index in the electronic version of the manual consists of clickable links. Clicking on any item listed in the index will take users directly to that section.

Should you have any questions or need assistance, please contact the FCMAT office at (661) 636-4611.

Sincerely,

Joel Montero, Chief Executive Officer
Fiscal Crisis and Management Assistance Team

FCMAT

Joel D. Montero, Chief Executive Officer

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