

## 20XX-XX First Interim Report Submission

The 20XX-XX First Interim Report cutoff is October 31, 20XX. The report is due to District Business Advisory Services no later than December 15, 20XX. The report needs to go to your board and be approved on or before this date. The software is included in the budget software you already have. Please submit the following:

### **20XX-XX First Interim Report -- Due December 15, 20XX:**

Description	SACS Report
Certification- <i>with original signatures</i>	Form CI
Average Daily Attendance ( <i>n/a JPA's</i> )	Form AI
General Fund -- Statement of Revenues, Expenditures and Changes in Fund Balance	Form 01I
First Interim Budget Assumptions/Narratives	
Cash Flow Worksheet	Form CASH
Revenue Limit Summary	Form RLI
K-12 Revenue Limit Form-Schedule B ( <i>Districts with charter schools</i> )	Form K-12 R/L Schedule B
Multi-year Projection Worksheet ( <i>please note assumptions used</i> )	Form MYPI
Criteria & Standards Review	Form 01CSI
Technical Review Checklist ( <i>all exceptions cleared</i> )	Form TRC
Financial Reports for all funds ( <i>offline districts</i> )	
Narratives for Funds other than the General Fund ( <i>if significant changes</i> )	
Encroachment Detail	
Interfund Transfer Detail	
Charter School Reporting Status Form for 20XX-XX	
Charter School Alternative Reporting Form & Certification – First Interim ( <i>if not reporting in sponsoring LEA books</i> )	
ROPs – Please submit your revenue calculations	
Oct. 20XX CBEDS District Summary by Grade ( <i>School Info. Form run at district level</i> )	
AB 2756 Report Certification Form	

- Off-line districts must submit the following (as of 10/31/0X):
  1. Balance Sheet by Fund (*9XXX Objects*)
  2. Revenue & Expense by Fund-Object  
(*Unrestricted/Restricted/Combined Total - 2-digit object level*)

## **Districts with Charter Schools**

Charter schools are now required to submit budgets, interim reports and unaudited actuals to both the sponsoring LEA and the county office (Education Code Section 47604.33). You must specify how each of your charter schools will be reporting their financial data. If you have a new charter this year, please add and include their appropriate data. The charter school's financial information must be included with the sponsoring district's submission. If the charter reports in the district books, whether in fund 01, 09 or 62, you will need to download the information into the SACS software prior to doing an official export of the district information. If the charter elects to use an alternative form, this data must be completed in an excel spreadsheet and the actual excel file must be submitted on a disk or emailed to the county by the due date in order for the district submission to be considered complete.

Please work with your charter schools to assist them in submitting the appropriate data in a timely fashion.

The latest School Services dashboard should be used for assumptions. In addition, please develop a short worksheet for you to identify general fund encroachment by program and another identifying your interfund transfers.

All deferred revenue and due to/due from funds entries should have been reversed, as well as the majority of your accounts receivable and payable cleared at this time.

Please remember to send us a copy of the official statements and amortization schedules of any new debt that you may issue.

Please submit the First Interim Report by December 15, 20XX to: District Business Advisory Services. Please submit all required documents listed (including charter school information) as a complete package. Partial submissions will be returned to the District until complete. We would appreciate receiving your reports in a timely fashion, as we have a very short review time frame, especially with the holidays. Thank you for your cooperation.

If you have any questions, please do not hesitate to contact Business Advisory Services.