

February 4, 2014

TO: School District Administrators

FROM: Division of Administration, Finance & Accountability

SUBJECT: Interim Reports

The second period Interim Report must be certified by the Board of Trustees and filed with the Kern County Superintendent of Schools **no later than March 17, 2014**. This report must include actuals through January 31, 2014.

Please note that the updated SACS software that was downloaded from the CDE website (SACS2013ALL) includes the Interim Report. Instructions are included in the SACS instruction manual (SACS2013ALL).

Required Forms:

Form CI	Certification with original signatures
Form AI	Average Daily Attendance (not required of JPAs)
Form 01I Series	Statement of Revenues, Expenditures and Changes in Fund Balance. Please provide by Summary, by Unrestricted and by Restricted.
Form SEMAI	Special Education – Maintenance of Effort
Form CASH	Cashflow Worksheet for <u>2013-14 and 2014-15</u>
Form 01CSI	Criteria and Standards Review (Include explanations for all “Not Met” items)
LCFF Calculation	All related forms used to determine LCFF revenue calculations (BASC/FCMAT Calculator)
MYP	Minimum of two years out with <u>detailed assumptions</u>
DAT File	One “Export Official” SACS Second Interim dat file emailed to Connie Vargas at covargas@kern.org.

We are implementing a financial analysis tool to help us in monitoring / reviewing district financials. For interim reporting, it is critical that districts thoroughly fill out all forms – especially the Criteria and Standards form O1CSI – and **clear all** TRC errors.

Questions regarding this report should be directed to the appropriate fiscal advisor or Steve Mattern, director, District Advisory Services – 661/636-4691.

SJM:kb