

August 7, 2018

TO: School District Administrators
 FROM: Division of Administration, Finance & Accountability
 SUBJECT: Payroll Processing Dates

Below are the payroll submission dates for October, November, December 2018:

PAYROLL SCHEDULE

	<u>Dist. Cut-Off*</u>	<u>Process</u>	<u>Period-End Date**</u>	<u>Pay Date**</u>
MID A	9/27/18	10/3,4/18	9/30/18	10/10/18
MID B	10/4/18	10/9/18	9/30/18	10/15/18
EOM	10/15/18	10/22,23,24/18	10/31/18	10/31/18
MID A	10/30/18	11/5,6/18	10/31/18	11/9/18
MID B	11/5/18	11/8/18	10/31/18	11/15/18
EOM	11/9/18	11/19,20,21/18	11/30/18	11/30/18
MID A	11/28/18	12/4,5/18	11/30/18	12/10/18
MID B	12/5/18	12/10/18	11/30/18	12/14/18
EOM	12/4 2 10/18	12/19,20,21 17,18,19 /18	12/31/18	12/28/18

* Into County Office with signed prelist by noon.

** Use these dates for payroll prelists.

The dates listed above are consistent with our requirement for districts to qualify for a pre-audit prior to payroll running. If you find you are unable to meet the deadline, please call the Retirement Department to have your district placed on a post-payroll audit. In the event that you are on the post audit and errors are discovered, you will be required to make the changes on the next available payroll. Please call Vicki Lueck, (661) 636-4706, if you have any questions on this process.

PAQ:vll

PROOF OF BOARD ACTION:

- Date of Public Hearing for LCAP and Budget:
- Date of Board adoption for LCAP and Budget:
- Copy of agendas and minutes (when available) of related board meetings.

LOCAL CONTROL AND ACCOUNTABILITY PLAN:

- Local Control and Accountability Plan (printed copy)

BUDGET/ESTIMATED ACTUALS:

- Adopted Budget/Estimated Actuals (All funds by object printed portrait)
- Average Daily Attendance (A)
- Cash Flow Report (budget year)
- Budget Certification (CB) with original signature
- Workers' Compensation Certification (CC) with original signature
- Current Expense Formula-Budget (CEB)
- Indirect Cost Rate (ICR)
- Multi-Year Projections
 - o Detailed assumptions must be included, including detail of how LCAP expenditures are supported in the budget.
- No Child Left Behind Maintenance of Effort (NCMOE)
- Summary of Interfund Activities-Budget (SIAB)
- Criteria and Standards Review (CS)
- Technical Review Checklist (TRC- Both Budget and Estimated Actuals with no errors)
- Greater Reserve Statement of Reasons

ELECTRONIC DATA SUBMISSION

- Electronic LCFF calculator (FCMAT or SSC)
- Official Export SACS Budget dat file
- Official Export SACS Estimated Actuals dat file
 - o **An "official" file requires all TRC's to be cleared**

SUMMER CONTACTS

LCAP contact: Name _____ Phone(s) _____ Email _____
 Budget contact: Name _____ Phone(s) _____ Email _____

Please submit LCAP to LCAP@kern.org. Please print out all the above with the exception of LCAP (*which will be submitted to LCAP@kern.org*)

PLEASE DO NOT STAPLE FORMS TOGETHER AND DO NOT PRINT DOUBLE-SIDED.

For further information, contact Desiree Secrist, District Advisory Services at (661) 636-4118.

Submitted by:

Signature

Title

Date