

SONOMA COUNTY OFFICE OF EDUCATION



Bulletin No. 16-07

November 2015

November 20, 2015

To: District/Charter Business Services
From: Judy Thomson, Director Fiscal Services

State of the State

State revenues in October beat estimates by \$192 million, or 3.1 percent. Total revenue in October of \$6.4 billion was 5.7 percent higher than a year ago.

For the fiscal year that started July 1, State revenues are \$543 million, or 1.9 percent, greater than estimated, with strong collections from the personal income tax erasing shortfalls in the retail sales and use tax and the corporation tax. Revenues from the personal income tax are running \$841 million, or 4.3 percent, above expectations for the fiscal year so far. Retail sales and use taxes have fallen short by \$381 million, or 5.5 percent, while the corporation tax to date has brought in \$190 million, or 11.5 percent less than expected.

Audit extensions

SCOEBiz Bulletin 16-06 was e-mailed to all business managers on November 17, 2015. The Bulletin discussed the submission and review process for June 30, 2015 audit reports. Audit reports for the year ended June 30, 2015 must be filed with SCO, CDE and SCOEB by December 15, 2015. If your district cannot meet this filing deadline, a **written request for an audit report filing extension is due to SCOEB before November 26, 2015**. Charters requesting an extension must contact their sponsoring district.

Administrative Employees to Teacher Ratio

The district's ratio of administrative employees to teachers as governed by *Education Code* Section 41402 will be reviewed as part of the district's annual audit. To prepare for the annual audit, school districts must compile the information identified on the Employee Ratio Worksheet (Worksheet) as of a date selected by the school district. It is not mandatory that the Worksheet be utilized as long as the district is capable of providing the auditor with the data required by *Education Code* sections 41403 and 41404 (i.e. the data requested on the Worksheet). The data or completed worksheet should be maintained in district files. The worksheet need not be submitted to the California Department of Education. The annual Employee Ratio Worksheet can be found at:

<http://www.cde.ca.gov/fg/aa/ca/documents/atrworksheet.doc>

For guidelines and more detailed information, please go to: <http://www.cde.ca.gov/fg/aa/ca/atrguidelines.asp>

Please note that this reporting does not apply to charter schools.

Educator Effectiveness Funding ~ Resource 6264

As a condition of receiving Educator Effectiveness funds, each LEA is required to:

- ✚ Report **detailed expenditure information** to the CDE to be submitted by July 2018.
- ✚ Must **adopt a plan this year** showing how these funds will be spent. It should be passed by the local board *after* the public meeting where the plan was explained plan. There are no provisions for the plan to be submitted to or reviewed by the CDE or any higher level authority.

Annual Accounting for School Developer Fees ~ Fund 25, Object 8681

Government Code section 66006 requires that within 180 days of the end of the fiscal year, each district that levies developer fees must take the accounting available to the public **by December 26, 2015**. **The governing board must review the information at its next regularly scheduled meeting held *no earlier* than 15 days after the information becomes available to the public.**

Additionally, Government Code section 66001 requires each district that collects developer fees to **make further findings every five years** about any fund in which those fees remained unexpended at the end of the fiscal year. It is recommended that the five year accounting be made in conjunction with the annual accounting for each fund or account. Failing to comply with the statute, results in a refund of fees in question.

For greater detail, please see SSC Fiscal Report, Reminder: Annual Report on Developer Fees.

Also, Government Code can be found at: <http://leginfo.ca.gov/faces/codes.xhtml> . Click on "Government Code" and scroll to the Title containing charter "66001 - 66006".

Proposition 39 ~ California Clean Energy Jobs ~ Resource 6230, Object 8590

LEA reporting requirements:

- ✚ Submit an **Annual Progress Report** for each approved energy expenditure plan (EEP) to the Energy Commission, until all energy measures in an EEP are completed. Annual Progress Reports must be submitted each year as they are a condition of the award.
 - The 2014-15 fiscal year Annual Progress Report must be submitted no later than December 31, 2015.
 - For future fiscal years, the Annual Progress Report will be made available in July and should be submitted by September 30th of the same year.
 - Please note that all previous Annual Progress Reports must be approved before the most recent Annual Progress Report is submitted.
- ✚ In addition, LEAs are required to submit a **final project completion report** 12 – 15 months after the completion of all energy measures in an EEP.

LEAs will need to log-in to Energy Expenditure Plan Online to access the Annual Progress Report and final project completion report. For more detailed information, go to: <http://www.energy.ca.gov/efficiency/proposition39/>

For, registration and log-in instructions please refer to the Proposition 39: California Clean Energy Jobs Act – 2015 Energy Expenditure Plan Handbook.

Tax Identification Number (TIN)

With the implementation of the ACA (Affordable Care Act) this calendar year, each district applied for and was given their own TIN (Tax Identification Number). Previously districts were under the umbrella of SCOE's TIN and because of that the 1099s printed with SCOE as the name on the first line, then the district name and district address, and W2s printed with the district name on the first line, then SCOE was listed and SCOE's address. Now that all districts have their own TIN, the 2015 1099s and W2s will print using the district's name and address only.

Return of Equity to RESIG members from the Worker' Compensation Program

In November, RESIG declared a return of equity and rebated a pro-rata share of contributions related to prior years for RESIG members. Please note that these funds should be coded to Object 8699, Other Local Revenue.

Dates to Remember:

11/26/2015	Holiday ~ Thanksgiving
11/27/2015	Holiday ~ Thanksgiving
12/04/2015	Open Lab – Escape
12/08/2015	W2 Workshop
12/15/2015	1099 Workshop
12/15/2015	First Interim Reports due to SCOE
12/15/2015	2014-15 Audit Report received by district/charter, SCOE, SCO & CDE
12/18/2018	CAPADS Fall 1 Certification deadline
12/18/2015	Open Lab – Escape
12/24/2015	SCOE Holiday
12/25/2015	SCOE Holiday
12/26/2015	Annual accounting of developer fees must be made available to the public (board must review at a regularly scheduled meeting no earlier than 15 days after the accounting has been made available to the public)
12/31/2015	SCOE Holiday
01/01/2016	SCOE Holiday
01/04/2016	P-1 Attendance due to SCOE

NOTE: Documents that are presented at DBUG may be found at dp.scoe.org website under the "DBUG/SCOE Bulletins" tab.