

SONOMA COUNTY OFFICE OF EDUCATION



SCOE BIZ Business Services

Bulletin No. 18-17

May 16, 2018

To: District and Charter Business Services
From: Shelley Stiles, Director External Fiscal Services
Subject: 2018-19 Adopted Budget Process

Process/Procedures

The 2018-19 proposed Budget must be adopted on the same day as the adoption of the LEA's 2018-19 Local Control Accountability Plan (LCAP) *and* must take place at a Board meeting at least one day after the Public Hearings. Each should be separate items on the Board agenda.

Please submit the following documents within 5 days of adoption or by no later than July 1, 2018 (whichever is sooner):

1. **The 2018-19 adopted Budget should be sent to your SCOE accountant.**
 - a. E-mail the 2018-19 Adopted Budget SACS2018 software DAT file
 - b. Send hard copy of what was presented to the Board at the same time the dat file is submitted.
2. **The 2018-19 adopted LCAP should be submitted to LCAP@scoe.org**
 - a. E-mail your internal LCAP to Budget crosswalk document directly to your SCOE accountant

Adopted Budget Required Forms

The 2018-19 Adopted Budget must be submitted using the State SACS2018 software. The software may be downloaded from the website at <http://www.cde.ca.gov/fg/sf/fr/>. The following forms are **required** to be submitted for the Adopted Budget:

Form name

- | | |
|--|------|
| a. Budget Certification (with original signature) | CB |
| b. Workers' Compensation Certification (with original signature) | CC |
| c. Average Daily Attendance | A |
| d. Summary of Interfund Activities—Budget | SIAB |
| e. Summary (2 pages) for each fund operated by the district ~ Forms 01, 09, etc. | ## |
| f. Criteria and Standards Review | 01CS |
| g. Changes in Assets and Liabilities (Warrant/Pass-Through) – <i>if applicable</i> | 76A |
| h. Technical Review Checklist | TRC |
| i. Multiyear Projection ~ 2017-18 for comparison and 2018-19, 2019-20 & 2020-21 | |
| a. General Fund (GF) and Non-General Fund Charters | MYP |
| b. Other Funds ~ <i>Optional</i> - Helpful for funds that Transfer-In to the GF | |
| j. LCFF Calculator | |
| a. E-mail final electronic copy to your SCOE accountant | |
| b. Provide hard copy pages that were presented to your Board | |
| c. Use May Revise LCFF Calculator version 19.1 for your 18-19 Adopted Budget and LCAP | |
| k. Balancing Spreadsheet – located at http://www.scoe.org/pub/htdocs/fiscal-forms.html | |
| l. Narrative ~ informative and comprehensive | |
| m. Current Year Budget Assumptions | |
| n. Multi-Year Budget Assumptions | |

- o. Cash Flow Statement for 2018-19
- p. **The Agenda or the minutes from the public hearing** that notes the review and discussion of combined Assigned and Unassigned ending fund balance above the minimum recommended Reserve for Economic Uncertainties **MUST be submitted to SCOE with the hard copy of the 2017-18 Adopted Budget**. The excel template is named "**Statement of Reasons for Excess Reserves-Microsoft Excel**" and is located at <http://www.scoe.org/pub/htdocs/fiscal-forms.html> under Financial reporting.

Charter School financial reporting is required. If charter school financial data is reported in SACS, it may be included in the charter-authorizing agency's submission, or the data may be submitted by the charter school as a separate report from the charter-authorizing agency. Our Office must receive information from the sponsoring district that summarizes the district's financial review of the charter school Adopted Budget.

Budget REMINDERS:

- 1. Before preparing the 2018-19 Adopted Budget, it is best to update your 2017-18 current year budget to:
 - a. Reflect a realistic June 30, 2018 ending fund balance (i.e. July 1, 2018 beginning fund balance in 2018-19) *and*
 - b. To assist in completing the Annual Update section of your 2018-19 LCAP.
- 2. Do NOT budget any closed resources in 2018-19.
- 3. Please review any SCOE memos related to the 2018-19 Governor's May Revision Proposal. These memos discuss the parameters that SCOE will be using to assess the districts' and charters' adopted budget reports.
- 4. LEAs must use the May Revise parameters included in version 19.1 of the LCFF calculator for calculating the MPP percentage and amount for 2018-19. It is recommended that each LEA recalculate their LCFF funding using the latest version of the LCFF calculator and provide the newly calculated MPP form to their LCAP team to modify their draft LCAP accordingly.
- 5. The SACS Instruction Manual and Software Guide is included in the SACS2018 software and should be reviewed. (In your C drive, double click on SACS2018).
- 6. The financial reporting calendar for 2018-19 budget and interim reports may be found in the SACS 2018 software. The district calendar is a helpful tool in complying with timelines as required. Districts in Sonoma County are on the single budget cycle.

If you have any **questions regarding the software** contact the Information Technology support analysts:
Marie White, Tracy Lehman or Kimberly Lingle

For **questions regarding the current year or Adopted Budget process** call your SCOE Accountant. If you have any other questions or concerns about the Adopted Budget, please call me (524-2635).