

# SCOE BIZ

## Business Services

### Bulletin No. 19-05



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September 21, 2018

To: District and Charter Business Services  
From: Shelley Stiles, Director External Fiscal Services  
Subject: September 2018 Edition

#### **State of the State**

For the month of August, California took in more revenue than estimated in the budget enacted at the end of June, State Controller Betty T. Yee reported 9/10/2018.

Total revenues of \$9.98 billion for August were higher than anticipated in the budget by \$1.14 billion, or 12.9 percent. For the first two months of the 2018-19 fiscal year, revenues are \$846.0 million, or 5.4 percent, higher than projected in the enacted budget.

- ✚ *Personal income tax (PIT) receipts* for August of \$5.94 billion were \$440.3 million, or 8.0 percent, more than expected.
- ✚ *Corporation tax receipts* for August of \$92.3 million were \$74.9 million, or 44.8 percent, below 2018-19 Budget Act estimates.
- ✚ *Retail sales and use tax receipts* for August of \$3.50 billion for August were \$766.4 million, or 28.0 percent, more than anticipated in the FY 2018-18 budget. Most of the variance was due to when the money was recorded.

#### **2017-18 J-13a Waiver status**

Waiver approval letters for October 2017 closure days have all been sent to LEAs except two. If you have not yet received your letter, please contact Shelley Stiles. A copy can be forwarded to you.

Approvals for material decreases sent to CDE for 2017-18 are still in process. A few LEAs have received approval letters and a few are still waiting. Information on how to report ADA as a result of the approval is available in the Reporting Approvals Section of the Form J-13a Frequently Asked Questions (FAQ) at <https://www.cde.ca.gov/fg/aa/pa/formj13afaq.asp>. Any additional questions not addressed in the FAQs should be emailed to [attendanceaccounting@cde.ca.gov](mailto:attendanceaccounting@cde.ca.gov) and/or your SCOE Advisor.

#### **Closure Make-up Days and the 2018-19 Calendar**

CDE has indicated that each LEA should be adding "closure make-up" days to your calendars. Approvals for closure days in the future are not guaranteed when the same reason is used multiple years in a row. For example, if you closed due to PG&E power outages in 2017-18 and again in 2018-19 you have reasonable notice to believe that it will happen in 2019-20 and should build in alternative instructional days to make up for the closed days. Concern for repeated loss of student instructional time is the basis for building in alternative days.

#### **Classified Professional Development Funds**

The 2018-19 State Budget included funding for classified staff professional development. This block grant will be funded based on the number of classified school employees in 2017-18. You do not need to apply for these funds. CDE expects funding estimates per LEA to be available in late September with

100% of the funding to be released in December. In the clean-up trailer bill, AB1840 clarifies FTE and that the count will come from what was reported in the California Basic Education Data System for 2017-18. The funds, when received, shall be expended with first priority being for professional development for the implementation of school safety plans.

### **1<sup>st</sup> Annual Fall CBO Breakfast Meeting**

You are invited to attend the 1st Annual Fall CBO Breakfast Meeting on Thursday, September 27th at 7:30 am in the SCOE Board Room. Jennie Snyder, Deputy Superintendent, Educational Support Services, will be presenting an overview on Continuous Improvement. In addition, Mary Downey, Deputy Superintendent, Business, will cover other broad topics of interest requested by all of you. Here's the link to RSVP: <https://goo.gl/forms/Vb1mnuKJTtLjGjv1>  
We look forward to seeing you all on Thursday, September 27th at 7:30 am.

### **Professional Development Opportunities for 2018-19**

SCOE will be hosting multiple professional development opportunities, at low or no cost, in the 2018-19 year in addition to our SCOE staff led workshops and meetings. School and College Legal Services (SCLS) also provides training opportunities at SCOE. Watch SCOE Biz and your email for detailed information as registration for each workshop is made available. Examples of upcoming events:

- SCLS: Charter Schools – A Primer for Authorizers on October 10, 2018
- SCLS: Collective Bargaining, Everything District Negotiators Need to Know on October 17, 2019
- CASBO: 1099 Workshop on November 15, 2018
- CASBO: Pupil Attendance Accounting for the Business Office Personnel on February 26, 2019
- CASBO: SACS Basic Concepts on May 30, 2019
- CASBO: SACS Advanced Concepts on May 31, 2019
- CASBO: Emotional Intelligence: The Art of Personnel Management date TBD (HR focus)
- CASBO: Evaluation & Performance date TBD (HR focus)

### **2017-18 Books Closed, What's Next:**

Each LEA's Unaudited Actuals should have been board approved on or before September 15 and submitted to SCOE. It's now time to begin reviewing your budget and assumptions for 2018-19. It's never too early to start reviewing, updating and compiling changes for First Interim.

- Revenue updates – one-time revenue review and adjustments
- LCFF calculations – with updated enrollment from start of school, unduplicated student count updates and average daily attendance calculations
- Basic aid calculations – recalculating projected property taxes using prior-year actuals as a starting point (P-1 2018-19 property tax estimates will be sent out in early November)
- Personnel costs - now that school has started and first payrolls have run, estimated costs will be more concrete, positions are now filled, step and column can be re-calculated
- Negotiations – cost of 1% can be calculated with more accuracy
- Health and welfare costs – project based in unaudited actuals as a starting point with actual premium increase/change and open enrollment information

### **California Clean Energy Jobs Act (Prop 39) ~ Resource 6230**

- **September 30, 2018, is the last day** for local educational agencies (LEAs) with approved energy expenditure plans to **submit their Annual Progress Reports to the Energy Commission.**
- 2017 Annual Progress Reports were made available on July 2, 2018, through the Energy Expenditure Plan Online Reporting System. Each year LEAs are required to submit an Annual Progress Report for each approved energy expenditure plan until all eligible energy measures

within an approved plan are completed. The annual progress reports or templates are made available for LEAs to report activities that occurred in the previous fiscal year.

- Reporting instructions, training videos, and PowerPoint presentations are available on the Proposition 39 (K-12) program webpage at: <http://www.energy.ca.gov/efficiency/proposition39/index.html>. Questions may be directed to [Prop39@energy.ca.gov](mailto:Prop39@energy.ca.gov) or the Proposition 39 (K-12) Hotline, toll-free at [855-380-8722](tel:855-380-8722).

### ***Affordable Care Act Employer Penalties:***

Last fall some LEAs in Sonoma County received penalty letters from the IRS for the 2015 calendar year related to the Affordable Care Act requirements. Most penalties were taken care of by re-submitting reports with corrected information. Letters for the 2016 calendar year will be sent in late 2018 or early 2019.

## **REMINDERS:**

### ***2<sup>nd</sup> Reminder: Instructional Materials Public Hearing Requirements for Fiscal Year 2017-18***

Education Code Section 60119 requires that local governing boards hold an annual public hearing **on or before the end of the eighth week from the first day pupils attend classes** and adopt a resolution (example at <http://www.cde.ca.gov/ci/cr/cf/documents/reso60119lang.doc> ) stating whether each pupil in the LEA has sufficient textbooks or instructional materials. This public hearing and resolution are required annually. LEAs should keep the resolution on file for the LEA's annual audit.

For more detailed information go to <http://www.cde.ca.gov/ci/cr/cf/> and click on "Instructional Materials Frequently Asked Questions" for direct responses to realistic/practical questions.

### ***SCOE Biz E-Blast Recap – Please email Shelley Stiles @sstiles.scoe.org for duplicate***

E-Blast#19-05: CASBO 1099 Workshop hosted by SCOE emailed 9/12/2018

E-Blast#19-06: Principal Apportionment Training 9/21/18 emailed 9/13/2018

E-Blast#19-07: 1<sup>st</sup> Annual CBO Breakfast 9/27/2018 emailed 9/17/2018

### ***Dates to Remember:***

09/26/2018	Payroll Management for CBOs
09/27/2018	1 <sup>st</sup> Annual Fall CBO Breakfast Meeting
09/27/2018	School Wise User Group Meeting
10/10/2018	SCLS workshop – Charter Schools – A Primer for Authorizers
10/12/2018	ESCAPE Open Lab
<b>10/18/2018</b>	<b>Interim Reporting Workshop</b>
10/24/2018	CalPads Fall 1 Training
10/25/2018	DBUG
10/26/2018	CalPads Fall 1 in Aeries
11/01/2018	CalPads Fall 1 for Administrators
11/01/2018	Aeries User Group Meeting
11/02/2018	School Wise User Group Meeting
11/12/2018	Veteran's Day Holiday – SCOE closed
11/15/2018	CASBO 1099 Workshop (must pre-register)
11/16/2018	DBUG

### ***NOTE:***

- Want to add something to a DBUG Agenda? Want a topic added to SCOE Biz? Contract DBUG Chair Christina Menicucci
- Documents presented at DBUG found posted at <http://www.scoe.org/pub/htdocs/fiscal-dbug.html>
- Workshop manuals and Fiscal Services/IT forms may be found at <http://www.scoe.org/escape> under the heading of Resources on the left side of the page.