

SONOMA COUNTY OFFICE OF EDUCATION



Bulletin No. 18-01

July 27, 2017

To: District Superintendents; District Chief Business Services; Charter School Representatives
From: Judy Thomson, Director Fiscal Services
Subject: 2016-17 Unaudited Actuals

The 2016-17 Second Principal (P-2) Apportionment has been certified. Exhibits and letters related to the P-2 Apportionment, including monthly principal apportionment payments, are now available on the California Department of Education Web site at <http://www.cde.ca.gov/fg/aa/pa/pa1617.asp>.

Year- End Close/ Unaudited Actuals Sequence and Due Date to SCOEE

The Closing Check-Off List and the performance of all the identified steps should be completed by August 4, 2017. Please perform the year-end close and unaudited actual process in the following sequence:

- Complete Closing Check-Off List by August 4, 2017.
- Send Closing Check-Off List to your SCOEE accountant. They will review and discuss with you any necessary adjustments. Forms may be worked on during this process, such as: Form A, Form Asset, Form Debt, PCRAF (allocation factors), Form 51, and any other form that is not affected by accounting transactions.
- Your SCOEE accountant will notify you via e-mail that all checks have been made and your district is ready for final extract.
- Perform the final extract into SACS2017ALL.
- Complete all applicable Unaudited Actuals reports and forms listed below.
- Have the district governing board approve the 2016-17 Unaudited Actual statements as presented on the State Standardized Account Code Structure (SACS) software by September 15, 2017.
- The board approved Unaudited Actuals must be submitted to SCOEE (hard copy and dat file –“Official” export) by no later than September 15, 2017.

The reports and forms to be submitted to your SCOEE accountant are as follows:

- Unaudited Actuals Certification (CA) - Data Summary tab
- Unaudited Actuals Certification (CA) – Certification tab
- Two-page summary for each fund the district operates
- Average Daily Attendance (A)
- Current Expense formula (CEA)
- GANN Appropriations Limit (GANN)
- Indirect Cost Rate Worksheet (ICR)
- Lottery Report (L)
- No Child Left Behind Maintenance of Effort (NCMOE) ~ Will be Every Student Succeeds Act Maintenance of Effort (ESMOE) effective 2017-18 interim periods
- Program Cost Report (PCR)
- Program Cost Report- Schedule of Allocation Factors (PCRAF)
- Schedule of Capital Assets (ASSET)
- Schedule of Long-Term Liabilities (DEBT)
- Bond Interest and Redemption Fund (Fund 51)
- Technical Review Checklist Unaudited Actuals (TRA) – OFFICIAL EXPORT
- Checklist and signature of forms completed in the software (SCOELIST) – **Form attached**

The following highlights some Unaudited Actual forms and reporting issues:

GASB 68 – Accounting and Financial Reporting for Pensions

State STRS On-Behalf Contributions (Resource 7690) ~ The 2014-15 creditable STRS compensation information necessary to record the State's STRS on-behalf contribution is located at the "Workshops" tab of the Escape Home Page or the SCOE website (<https://fb.scoe.org/default.asp?W20>) under May 25, 2017 – Year End Closing Workshop. Multiply the 2014-15 creditable STRS compensation by the STRS on-behalf rate of 8.602365%. This entry affects both the district's fund statements and government-wide financials statements. Please discuss entry with your auditors.

STRS and PERS Net Pension Liability ~ If the present value of all employees participating in the CalSTRS or CalPERS pension plan (the plan's total pension liability) exceeds the resources accumulated by the pension plan to pay benefits (producing a net pension liability), LEAs must now report in their government-wide financial statements their proportionate share of the plan's net pension liability. At present, both CalSTRS and CalPERS have a net pension liability. Please discuss this entry with your auditors.

SPECIAL EDUCATION ~ end of year reporting

1. Subsequent Year Tracking (SYT) worksheet

LEAs should complete the SYT prior to their preparation of the SEMA and SEMB. Deb Malone–Larson will be e-mailing the SYT worksheet directly to LEAs with additional information.

2. SACS2017ALL ~ Unaudited Actuals ~ Special Education MOE (SEMOE) – Found under 'Reports'

The SACSS2017ALL software includes two reports:

- o Report SEMA – Special Education MOE- Actual VS. Actual – The "LEA MOE Calc" tab addresses the federal Subsequent Year Rule. To ensure the LEA is comparing 2016-17 expenditures to the appropriate comparison year, the LEA is required to complete the SYT worksheet with their LEA Maintenance of Effort Calculation (LMC-A) worksheet of the SEMA.
- o Report SEMB – Special Education MOE- Budget VS. Actual – The "LEA MOE Calc" tab addresses the federal Subsequent Year Rule. To ensure the LEA is comparing 2016-17 expenditures to the appropriate comparison year, the LEA is required to complete the SYT worksheet with their LEA Maintenance of Effort Calculation (LMC-B) worksheet of the SEMA.

NOTE: It is advisable to complete the SEMA and SEMB reports before submitting the SACS unaudited actual data to the CDE. Although these reports are not required reports for Unaudited Actual electronic submission, they must be submitted separately, in hard copy. **SEMA and SEMB Reports are due to SELPA no later than October 15, 2017.**

3. Excess Cost Worksheets

The necessary spreadsheets and information for this calculation will be e-mailed to LEAs by Debra Malone-Larson in August. The 2016-17 Excess Cost Calculation and Number of Full-Time Special Education Student Equivalents Calculation is **due by September 15, 2017.**

CHARTER SCHOOL REPORTING ~ Education Code Section 42100 requires each charter school prepare an annual statement of all receipts and expenditures for the preceding fiscal year which are due to the authorizing agency on or before September 15 each year. Charter schools may choose to submit their financial data either in the SACS format or in the Alternative Form prescribed in the regulations. See **attached checklist** for required forms relating to charter schools. Please work with your sponsoring district in meeting all requirements for this financial reporting.

Reporting WITH the Authorizing Agency

Charter school SACS financial data can be reported with the data from their authorizing agency in the authorizing agency's General Fund[County School Service Fund] (Fund 01), Charter Schools Special Revenue Fund (Fund 09), or Charter Schools Enterprise Fund (Fund 62 which allows accrual accounting for not-for-profit charter schools).

Reporting SEPARATELY from the Authorizing Agency

SACS format: Charter schools should report their year-end data using one of the following as their main operating fund: General Fund (Fund 01) or Charter Schools Enterprise Fund (Fund 62) which allows accrual accounting for not-for-profit charter schools.

Alternative format: For information about the Alternative Form please see "Charter School Alternative Form 2015-16 at: <http://www.cde.ca.gov/fg/sf/fr/csalternative.asp>

LOTTERY REPORT ~ The software automatically extracts data to this form. Please note that if an LEA contributes funds from Resource 1100 (unrestricted) to another resource, amounts that are expended must be manually added in the second column of the Lottery Report.

"OFFICIAL" SUBMISSION ~ The Unaudited Actual export must be done as an "Official" submission. Please call your SCOE accountant if you cannot do an "Official" export. The use of "Other" export must have prior approval from the State and/or County Office and a cover letter must accompany the "Other" export explaining why an "Official" export could not be done.

SCOELIST ~ Attached is the SCOELIST which should be used to confirm that the reports included in the software have been prepared to submit to SCOE. The reports listed in this letter must be submitted to SCOE in hard copy, along with an e-file that includes all SACS forms.

SONOMA COUNTY OFFICE OF EDUCATION
2016-17 Unaudited Actuals - SCOELIST

District Name _____

Check the appropriate reports completed by your district:

Fund	Required	Description
01/02/03/04/05/06	X	General Fund
09	X	Charter School Special Revenue
11	X	Adult Education
12	X	Child Development
13	X	Cafeteria
14	X	Deferred Maintenance
15	X	Pupil Transportation Equipment
17	X	Special Reserve for Other Than Capital Outlay
18	X	School Bus Emissions Reduction
19	X	Foundation Special Revenue
20	X	Special Reserve for Postemployment Benefits
21	X	Building
25	X	Capital Facilities
30	X	State School Building Lease-Purchase
35	X	County School Facilities
40	X	Special Reserve Fund for Capital Outlay Projects
49	X	Capital Project Fund for Blended Component Units
51	X	Bond Interest and Redemption
52	X	Debt Service Fund for Blended Component Units
53	X	Tax Override
56	X	Debt Service
57	X	Foundation Permanent
61	X	Cafeteria (Enterprise)
62	X	Charter Schools Enterprise
63	X	Other Enterprise
66	X	Warehouse Revolving
67	X	Self-Insurance
71	X	Retiree Benefit
73	X	Foundation Private-Purpose Trust
76	Optional	Warrant/Pass-Through Fund
95	Optional	Student Body
A	X	Average Daily Attendance
ASSET	X	Schedule of Capital Assets
CA	X	Unaudited Actuals Certification
CAT	Optional	Schedule for Categorical Programs
CEA	X	Current Expense Formula/Minimum Classroom Compensation
DEBT	X	Schedule of Long-Term Liabilities
GANN	X	Gann Limit – Appropriations Limit Calculations
ICR	X	Indirect Cost Rate Worksheet
L	X	Lottery
NCMOE	X	No Child Left Behind Maintenance of Effort
PCR	X	Program Cost Report
PCRAF	X	Program Cost Report—Allocation Factors
76A	X	Change in Assets/Liabilities (Warrant/Pass Through)
95A	X	Changes in Assets & Liabilities (Student Body)
TRC	X	Technical Review Checklist Unaudited Actuals

Signature _____

Date _____

Charter School Reporting

For External charters – unaudited actuals are submitted to SCOE *separately* from the sponsoring district

Prepare year-end financial information using either the Alternative form or SACS

Alternative Form – Each form listed is REQUIRED

- Financial report financial data for revenues, expenses, assets & liabilities
- Certification with original signatures (charter school and district)
- Alternative Form excel file (use your 14 digit CDS code as the file name with the .xls extension)

SACS forms – Each form listed is REQUIRED.

- Form CA Unaudited Actual Certification with original signatures
- Form 01 or 62 Financial data
- Form ICR Indirect Cost Rate Worksheet
- Form L Lottery Report
- TRC Technical Review Checklist
- Form PCR Program Cost Report, required if applicable
- Form PCRAF PCR Schedule of Allocation Factors, required if applicable
- Form ASSET Schedule of Capital Assets, required if applicable
- Form DEBT Schedule of Long-Term Liabilities, required if applicable
- Form NCMOE No Child Left Behind MOE, required if applicable
- Form A Average daily attendance, required if NCMOE is applicable
- official export SACS Unaudited Actual data file.

