




*School Business Advisory Services*

**Interim Budget Submission Checklist**

**School District** \_\_\_\_\_ **Date** \_\_\_\_\_

 Please mail the original signed Form CI and Charter School Interim Financial Report Certification with original signatures to SBAS immediately following the board meeting.

Please submit the following documents to [sbasfinance@sbceo.org](mailto:sbasfinance@sbceo.org):

- \_\_\_\_\_ PDF copy of Form CI with all required signatures
- \_\_\_\_\_ Electronic SACS .dat file ("Official" version)
- \_\_\_\_\_ Technical Review Check (TRC) for each data type with no fatal errors and explanations for all other errors
- \_\_\_\_\_ LCFF Calculator (Excel file)
- \_\_\_\_\_ Multiyear Projections (required if not included with SACS .dat file)
- \_\_\_\_\_ Cash Flow (required if not included with SACS .dat file)
- \_\_\_\_\_ Budget narrative that explains changes since the last reporting period and planning assumptions that support financial projections for the current and two subsequent fiscal years
- \_\_\_\_\_ Balances in Excess of Minimum Reserve Requirements Disclosure (form available on the SBAS website)
- \_\_\_\_\_ Completed Interim Budget Submission Checklist (with initials)
- \_\_\_\_\_ Charter Interim Financial Report Certification signed by Charter School Official and approving entity

\*Reminder: Post the budget model in Escape to prevent any changes.

**Submit all required documents/files immediately following board approval.**