 # Adopted Budget Submission Checklist

School District _____   **Date** _____

Budget reports must be submitted on documents reviewed and approved by the governing board.
According to EC 42131(a)(3), budget reports "*shall be in a format or on forms prescribed by the Superintendent of Public Instruction,*" that is, on the SACS forms (for a list of required forms, please refer to the SACS System User Guide – Attachment A).

Before submitting documents to SBAS, please run **SACS Technical Review Checks** for the *Original Budget* and *Estimated Actuals* datasets to ensure that all fatal exceptions (F-type) have been cleared and that explanations have been entered for all other exceptions. In addition, please confirm that all required **SACS forms** are completed, and that the **Criteria and Standards** are filled out completely and accurately, including detailed explanations where the standards are not met.

Complete the steps below within 5 calendar days of adoption or by July 1 (whichever is earlier)

STEP 1: Route the budget in SACS by 'Promoting to COE for Review' - Please confirm your file is 'Official'

☐ In SACS Web, change the state to 'Promote to Review' by navigating to Menu > Queues > Dataset Approval > select Reporting Period > change state to Promote to Review > Save

STEP 2: Mail the following originals to SBAS immediately following the board meeting

☐ Form CB with original signature(s) from the Clerk/Secretary of the Governing Board.
☐ Form CC with original signature(s) from the Clerk/Secretary of the Governing Board.

STEP 3: Submit supplemental information using SBAS Upload (include all documents in one submission)

☐ PDF copies of signed Form CB and Form CC
☐ SACS Technical Review Checks for the Original Budget and Estimated Actuals datasets
☐ LCFF Calculator - May Revise (*Excel*)
☐ Balances in Excess of Minimum Reserve Requirement Disclosure (for the budget year and two subsequent years)
☐ Multiyear Projections (required if district did not use SACS - Form MYP)
☐ Budget Narrative to support the planning assumptions (must explain changes since the last reporting period and include all information necessary to substantiate the projected revenues and expenditures for the current and two subsequent fiscal years)
☐ Cash Flow (required if the district expects a cash shortage in the current or budget year)
☐ **For Districts that sponsor Charters**: Charter Adopted Budget Report & Certification signed by Charter School Official and approving entity as well as any supplemental financial information you receive from the charter school and the district's review and comments.
☐ Completed Adopted Budget Submission Checklist

Our office reserves the right to request additional financial information to review your district's budget.