Interim 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 (TRC)** for each dataset type *(Actuals, Board Approved Operating Budget, Original Budget and Projected Totals)* to ensure that all fatal exceptions (F-type) have been cleared and that explanations have been entered for all other exceptions. **Important! Print to PDF each TRC Report for each dataset type and save a copy.** Once you promote your file to SBCEO in SACSWeb, your submission will be locked and you will no longer be able to generate TRCs.

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 to submit your budget:

STEP 1: Route the budget in SACS by 'Promoting to COE for Review'

☐   Confirm your file is 'Official' by clicking the **Verify Official Status** button (top left)

If your file is not passing standards to be 'official', verify that all TRCs are run and passing, and then contact your DFA for assistance.

☐   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

For complete workflow instructions, please refer to the SBAS SACS Webpage.

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

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

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

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

- ☐ PDF copies of signed Form CI
- ☐ SACS Technical Review Checks for all dataset types
- ☐ LCFF Calculator – Current version
- ☐ 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 not submitted on FORM CASH in SACS)
- ☐ **For Districts that sponsor Charters**: Charter Interim 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 Interim Budget Submission Checklist

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