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**Riverside County
Board of Education**

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DATE: September 15, 2009

TO: Accounting Managers
K-12 School Districts, RSCS, SRA and RCOE

FROM: Ellen Yufa, Coordinator
District Fiscal Services
Division of Administration and Business Services
(951) 826-6341/ FAX [951] 826-6363

SUBJECT: 2009-10 Interim Report Preparation Workshop

ACTION: **Complete on-line reservation before October 8, 2009**

The annual Interim Report Preparation Workshop will be presented by District Fiscal Services. During the workshop we will review the information necessary to prepare the Interim Report and other related documents. Additional topics will include SACS changes and accounting updates.

There are two dates and locations being offered:

Tuesday, October 13, 2009

Riverside County Office of Education
Riverside Office - Conference Center
3958 Twelfth Street, Riverside, CA 92502
9:00 a.m. – 12:00 p.m.

Thursday, October 15, 2009

Riverside County Office of Education
Indio Office – Room 17B
47-336 Oasis Street Indio, CA 92201
9:00 a.m. – 12:00 p.m.

We have implemented online registration for all of our workshops. Please refer to the following website for more information and to register for the workshop:

http://rcoe.k12oms.org/index.php?curr_month=10&curr_year=2009

Registration will open on **September 15, 2009** and will close on **October 8, 2009**. Please note that we are **only** accepting registrations submitted online through our website.

If you have any questions, please contact your designated fiscal services coordinator.

EY/mh
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