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**Riverside County
Board of Education**

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DATE: August 25, 2009

TO: Chief Business Officials
Accounting Managers
K-12 School Districts

FROM: Nancy Sheets, Director II *NS*
District Fiscal Services
Division of Administration and Business Services
(951) 826-6442 / FAX [951] 826-6363

SUBJECT: 2009-10 County and State Reporting Deadlines and
Proposed Workshop Schedule

ACTION: **For Your Information**

Enclosed please find the 2009-10 County and State Reporting Deadlines that indicate the key deadline dates for the fiscal year. Please note that the earlier county deadline date is needed to allow sufficient time for the information to be reviewed and certified by our staff prior to submission to the California Department of Education (CDE).

Available on CDE's website at <http://www.cde.ca.gov/re/ca/fc/index.asp> are multiple calendars which can be printed locally. These include the Financial Reporting, Principal Apportionment, and Categorical deadline calendars. In addition, the Financial Reporting Calendars are also automatically placed into your local C-drive in the SACS2009ALL\Calendars and Manuals subdirectory when the SACS2009ALL software is installed.

In order for District Fiscal Services to submit the reports to the state by the required due date, adherence to the county deadline is required. CDE has indicated that late reports may result in salary sanctions. Education Code Section 42129 allows the Superintendent of Public Instruction (SPI) to direct county auditors or the county superintendent to withhold payment of any stipend, expenses, or salaries to district or county superintendents or members of governing boards until the delinquent reports have been received by the state.

Also, please note the dates for the Proposed Workshop Schedule and FMAC meetings on the enclosed attachment, so your district may plan ahead and ensure appropriate staff attendance. As the workshops are planned, reservation forms will be sent to your district to confirm the total number of attendees. Please keep in mind that all dates are subject to changes as necessary.

If you have any questions regarding this information, please contact your designated coordinator.

<u>Region</u>	<u>Coordinator</u>	<u>Phone Number</u>
Desert	Ellen Yufa	(951) 826-6341
Metro	Geri Tims	(951) 826-6121
Southern	Wanda McIntosh	(951) 826-6826

NS/mh

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Attachments

Riverside County Office of Education
 District Fiscal Services
 2009-10 COUNTY AND STATE REPORTING DEADLINES

Report Name	Reporting Period	County Deadline	State Deadline
IMF Resolution for EC 60119 Compliance	Current Year	<i>On or before the eighth week after the first week of school.</i>	<i>Ed Code requirement - not sent to CDE</i>
Adopted Budget	Current Year	7/01/09	8/17/09 <i>Notify districts</i>
Adopted Budget Conditional Approval	Current Year	9/8/09 <i>per Ed Code</i>	10/8/09
Attendance Reports	Prior Year-Annual	7/07/09	7/15/09
CAL-Safe	Prior Year-Annual	7/23/09	7/31/09
Fees for Pupil Transportation	Prior Year	7/24/09	<i>Ed Code requirement - not sent to CDE</i>
Corrections to be applied at P-1 <i>(Attendance, RL, GATE, Adult Ed, Taxes)</i>	Prior Year	9/22/09	10/01/09
Unaudited Actuals including GANN Resolution	Prior Year	9/15/09	10/15/09
District Revenue Limit Data	Prior Year Annual	10/15/09	11/16/09
District Revenue Limit Data	P-1	11/20/09	11/30/09
Audit Reports	Prior Year	12/15/09 <i>send copy to DFS</i>	12/15/09 <i>send direct to CDE</i>
First Interim Financial Reports	1 st Period as of 10/31	12/15/09	1/14/10
Attendance Reports <i>Including GATE, Special Education, Infant & ROC/P data</i>	P-1	1/08/10	1/15/10 <i>critical to meet February apportionment adjustments</i>
CAL-Safe	P-1	1/22/10	1/29/10
Audit Adjustments Posted	Prior Year	1/29/10	N/A
Audit Report to Board <i>Board shall review audit, exceptions, findings and corrective action plan</i>	Prior Year	1/29/10 <i>Copy of corrective action plan to DFS</i>	1/31/10 <i>Ed Code requirement- not sent to CDE</i>
Corrections to be applied at P-2 <i>(Attendance, RL, GATE, Adult Ed, Taxes)</i>	Prior Year	2/22/10	3/15/10
Second Interim Financial Report	2 nd Period as of 1/31	3/17/10	4/15/10
Audit Findings Resolved	Prior Year	3/26/10	5/17/10
Auditor Selection	Current Year	3/17/10	4/01/10 <i>Board provides for annual audit or COE assigns by 5/01/10</i>

Riverside County Office of Education
 District Fiscal and Administrative Services
 2009-10 COUNTY AND STATE REPORTING DEADLINES

District Revenue Limit Data	P-2	4/05/10	4/15/10
Attendance Reports <i>Including GATE, Class Size Penalties, Special Education, Infant & ROC/P</i>	P-2	4/20/10	5/03/10 <i>critical to meet June apportionment adjustments</i>
K-3 CSR Report of Enrollment (Form J-7CSR)	P-2	4/16/10 (TBD)	5/15/10 (TBD)
CAL-Safe	P-2	5/07/10	5/14/10
Third Interim Financial Report	3 rd Period as of 4/30	6/01/10	6/01/10 <i>If district filed a qualified or negative Second Interim report</i>

Workshop Dates

Workshop	RCOE- Indio	RCOE- Riverside
Unaudited Actuals Workshop	Riverside Location Only	July 23, 2009 9:00 a.m. -12:00 p.m.
Interim Report Preparation Workshop	October 15, 2009 9:00 a.m. -12:00 p.m.	October 13, 2009 9:00 a.m. -12:00 p.m.
1099 Workshop	December 3, 2009 9:00 a.m. -12:00 p.m.	December 10, 2009 9:00 a.m. -12:00 p.m.
Year-End Workshop	May 20, 2010 9:00 a.m. -12:00 p.m.	May 18, 2010 9:00 a.m. -12:00 p.m.

FMAC Dates

Date	Location	Time
Friday, September 18, 2009	RCOE- Conference Center	9:00 a.m. -12:00 p.m.
Friday, November 6, 2009	RCOE- Conference Center	9:00 a.m. -12:00 p.m.
Friday, January 29, 2010	RCOE- Conference Center	9:00 a.m. -12:00 p.m.
Friday, May 7, 2010	RCOE- Conference Center	9:00 a.m. -12:00 p.m.