



TITLE: 2023-2024 Calendar Due Dates of Student Body Financial Reports for All Schools

NUMBER: REF-1967.17

ISSUER: David D. Hart, Chief Business Officer
Office of the Chief Business Officer

Joy Mayor, Controller
Accounting and Disbursements Division

DATE: August 14, 2023

ROUTING

Region Administrators
of Operations
Community of School
Administrators
Principals
School
Administrative
Assistants
Office Managers
Financial Managers

PURPOSE: The purpose of this Reference Guide is to provide due dates for Student Body Financial Reports and procedures for non-submittal of reports by required due dates.

MAJOR CHANGES: This Reference Guide replaces REF-1967.16 issued on December 19, 2022. Major changes to this version include updated due dates for Student Body Financial Reports.

INSTRUCTIONS: I. QUARTERLY FINANCIAL REPORTS

REPORT DUE DATES

Report Due Dates: Financial Reports are required from all schools. The due dates, which are the dates the reports must be received by your Coordinating Financial Manager, are listed below.

<u>Quarter Ending</u>	<u>Due Date</u>
09/30/2023	10/13/2023
12/31/2023	01/12/2024
03/31/2024	04/12/2024
06/30/2024	06/14/2024

II. REQUIRED DOCUMENTS

A. Elementary/Alternative/Opportunity Schools/Continuation HS/Special Education

Each quarterly financial report should include (for all months in the quarter):



1. Trial Balance
2. General Ledger
3. Bank Reconciliation
4. Bank Statement
5. Statement of Student Body Financial Condition
6. Financial Statement of Fundraising Activity

B. Secondary/Division of Adult and Career Education (DACE) Schools

Financial reports should include:

- a) Balance Sheet
- b) Consolidated Profit and Loss
- c) Profit and Loss by Department and Activity
- d) Trial Balance
- e) Ending Inventory Report
- f) Cost of Goods Sold (COGS) computation
- g) Bank Reconciliation with copy of the bank statement (All months of the quarter)
- h) Imprest fund bank reconciliation with copy of the bank statement (All months of the quarter)

Reports should be distributed to the principal and your Coordinating Financial Manager. The June 30 Financial Reports should include additional documents as indicated in the “Year-End Accounting Procedures for Secondary Schools Student Body Funds” and “Year-End Accounting Procedures for Adult Schools, Skills Centers, and ROC’s”, which are issued annually in the Spring of each fiscal year.

III. ADDITIONAL REQUIREMENTS AND REPORTS

Schools must also submit the following items by the dates indicated:

**Elementary/Alternative/Opportunity Schools/Continuation HS/
Special Education:**

State sales tax to the California Department Tax and Fee Administration (if applicable)	<u>On or before</u> January 31
Fundraising Financial Statement for other than continuing events (1 copy) (Request for Authorization form) to your Coordinating Financial Manager	30 days after the event



Secondary/DACE Schools

State sales tax

Monthly or quarterly,
depending on school's
schedule with California
Department of Tax and
Fee Administration

W-2s and 1099s

On or before
January 31

Federal and State Withholding Taxes

Follow the reporting
procedures as
required by the IRS
and EDD for your
school.

Income Statement of Fundraising Activity
to your Coordinating Financial Manager

30 days after
the event

Additional reports may be requested by school administrators or the
Student Body Finance Section, if needed.

**IV. PROCEDURES FOR NON-SUBMITTAL OF REPORTS BY REQUIRED
DUE DATES**

Because student body reports are necessary to ensure proper fiscal
controls and to minimize risks to the District, schools not submitting
reports by the required due dates will be sent a late notice by the Student
Body Finance Support Section's Coordinating Financial Manager.

This late notice will be sent to the Principal with a copy to the Local District
Administrator of Operations and Accounting Manager with the expectation
that any missing reports will subsequently be provided in a timely manner.

RELATED

RESOURCES: Publications 464, 465 and 469

ASSISTANCE:

Please contact your Coordinating Financial Manager for assistance or further
information.