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

NUMBER: REF-1967.17

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       Office of the Chief Business Officer
       Joy Mayor, Controller
       Accounting and Disbursements Division

DATE: August 14, 2023

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.

<table>
<thead>
<tr>
<th>Quarter Ending</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>09/30/2023</td>
<td>10/13/2023</td>
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<tr>
<td>12/31/2023</td>
<td>01/12/2024</td>
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<tr>
<td>03/31/2024</td>
<td>04/12/2024</td>
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<tr>
<td>06/30/2024</td>
<td>06/14/2024</td>
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</tbody>
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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) On or before January 31
Fundraising Financial Statement for other than continuing events (1 copy) 30 days after the event (Request for Authorization form) to your Coordinating Financial Manager
Secondary/DACE Schools
State sales tax

Monthly or quarterly, depending on school’s schedule with California Department of Tax and Fee Administration
On or before January 31

W-2s and 1099s

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-SUBMITAL 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.