

TITLE: 2024-25 Calendar Due Dates of Student Body Financial Reports for All Schools

NUMBER: REF-1967.18

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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-1967.17 issued on August 14, 2023. Major changes to this version include updated due dates for Student Body Financial Reports.

INSTRUCTIONS: I. QUARTERLY FINANCIAL REPORTS

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

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>
09/30/2024	10/12/2024
12/31/2024	01/10/2025
03/31/2025	04/11/2025
06/30/2025	06/20/2025

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 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 reconciliation and 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 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
All Fundraising Financial Statements for events other than continuing ones must be uploaded to the Fundraising website	30 days after the event

Secondary/DACE Schools

State sales tax	Monthly or quarterly, depending on school’s
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W-2s and 1099s	schedule with California Department of Tax and Fee Administration <u>On or before</u> January 31
Federal and State Withholding Taxes	Follow the reporting procedures as required by the IRS and EDD for your school.
Income Statement Fundraising Activity 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 Region Administrator of Operations and Student Body Administrator with the expectation that any missing reports will subsequently be provided in a timely manner.

RELATED RESOURCES: [Publication 464, “Student Body Policies and Accounting Procedures – Elementary Schools”](#)

[Publication 465, “Student Body Policies and Accounting Procedures – Secondary Schools”](#).

[Publication 469, “Student Body Policies and Accounting Procedures – Other Schools”](#).

ASSISTANCE: Please contact your Coordinating Financial Manager for assistance or further information. Refer to [“Student Body Finance Support”](#) website.