



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Lynn Mackey, Superintendent of Schools

DISTRICT BUSINESS SERVICES

To: Chief Business Officials
Contra Costa County School Districts
Charter Schools

From: Melissa Guzman
Director, External Business Services

Date: May 2, 2025

Subject: **SACS BUDGET REPORTING FOR 2025-26**

Attached are the following items for your review and action:

- Salary, Benefits and FTE Form – required for all LEAs
- SACS reporting process and requirements for MUNIS Districts
- SACS reporting requirements for NON-MUNIS districts
- SACS reporting requirements for Charter Schools

Requirements for submitting the 2025-26 Budget packet:

- All items listed on your specific checklist must be submitted to DBS

Charter School requirements:

- Charter Schools must submit through their Sponsoring District
- Sponsoring Districts may require that additional information be submitted along with the information required by the County Office of Education
- Original signatures are required from charter school and the sponsoring district before the documents are sent to DBS

LEAs must submit to DBS printed hard copies by U.S. Postal Service or private carrier by Monday, July 1, 2025. Please be sure that the above items are included in your packet and the DAT file is “officially” submitted in the SACS Web system for districts and for charters, emailed to gschenk@cccoe.k12.ca.us.



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388

Lynn Mackey, Superintendent of Schools

Excess Reserve - To comply with Ed Code 42127 please remember to have an agenda item, at Budget Adoption, for your 2025-26 Balances in Excess of Minimum Reserve Requirement. This is only completed during the Budget cycle.

STRS On-Behalf – Once you have completed the fund portion of the 2025-26 Budget (you do not have to complete supplemental forms), take your district budget plus the figure from the STRS On-Behalf worksheet and run the budget dat file through the template. The last tab is a journal tab and those entries are what you will post for your 2025-26 Budget. You will then have to re-extract your Budget file from your financial system and use that file to import into the SACS Web software. CDE will be looking on the back end to make sure your Unaudited Actuals dat file shows both actuals for 2024-25 and budget for 2025-26.

EPA - At the budget board meeting please make sure to have an agenda item outlining how you will spend the EPA money for 2025-26 to comply with Ed Code.

LCFF/LCAP - Make sure you have the Public Hearing for your Budget and LCAP at one meeting. And then at a second board meeting the Adoption of both the Budget and the LCAP. These two meetings must be at least 24 hours apart.

Questions on software issues or regarding any of the attached forms should be addressed to your District Fiscal Advisor.

Thank you.

Attachments

DBS General Bulletin 021 No. 24-25

MG

K12 DISTRICT BUDGET REPORTING – MUNIS DISTRICT
CHECKLIST OF ITEMS TO BE SUBMITTED TO COE DBS DEPARTMENT

DISTRICT: _____

Copy of the Board Packet ☐

Official DAT file (submit through SACS Web workflow module) ☐

Narrative of significant changes for all funds ☐

Completed copy of the attached salary, benefits, and FTE form ☐

LCFF calculation including all tabs (Except NSS & Graphs) ☐
[submit hard copies and email spreadsheet to dbs-ft@cccocoe.k12.ca.us](mailto:dbs-ft@cccocoe.k12.ca.us)

Form CB Certification of Budget Adoption (with original signatures) ☐

Form CC Workers' Compensation Certification (with original signatures) ☐

Form 01CS Criteria and Standards Review ☐

Fund Forms Include all Funds Operated by your District ☐

Form A Average Daily Attendance ☐

Form MYP Multi-year Projection Worksheet including assumptions ☐

Form TRC Technical Review Checklist with no fatal errors ☐

Excess Balances In Reserves A copy of the completed form ☐

PLEASE BE SURE TO COMPLETE AND SUBMIT THIS FORM AS THE COVER SHEET FOR YOUR ORIGINAL BUDGET MATERIALS.

LEAs must submit to DBS printed hard copies by U.S. Postal Service or private carrier by the due date to DBS-Attn: Gina Schenk.

DISTRICT CONTACT: _____

PHONE: _____ **E-MAIL:** _____

K12 DISTRICT BUDGET REPORTING – NON-MUNIS DISTRICT

CHECKLIST OF ITEMS TO BE SUBMITTED TO COE DBS DEPARTMENT

DISTRICT: _____

Copy of the Board Packet ☐

Official DAT file (submit through SACS Web workflow module) ☐

Narrative of significant changes for all funds ☐

Completed copy of the attached salary, benefits, and FTE form ☐

LCFF calculation including all tabs (Except NSS & Graphs) ☐
[submit hard copies and email spreadsheet to dbs-ft@cccocoe.k12.ca.us](mailto:dbs-ft@cccocoe.k12.ca.us)

Cash Reconciliation ☐

Form CB Certification of Budget Adoption (with original signatures) ☐

Form CC Workers' Compensation Certification (with original signatures) ☐

Form 01CS Criteria and Standards Review ☐

Fund Forms Include all Funds Operated by your District ☐

Form A Average Daily Attendance ☐

Form MYP Multi-year Projection Worksheet including assumptions ☐

Form TRC Technical Review Checklist with no fatal errors ☐

Excess Balances In Reserves A copy of the completed form ☐

Please include copies of the following reports:

General Ledger by Fund and Resource include Total by Fund ☐

Report by Fund and Object for all Funds (revenue and expense) ☐

Report by Fund, Resource and Object (revenue and expense) ☐

Report for all transfer accounts ☐

[PLEASE BE SURE TO COMPLETE AND SUBMIT THIS FORM AS THE COVER SHEET FOR YOUR ORIGINAL BUDGET MATERIALS.](#)

[LEAs must submit to DBS printed hard copies by U.S. Postal Service or private carrier by the due date to DBS-Attn: Gina Schenk.](#)

DISTRICT CONTACT: _____

PHONE: _____ **E-MAIL:** _____

SALARY, BENEFITS AND FTE COUNTS

LEA: _____

Please provide District Business Services with the following information:

Are salary increases included in the adopted budget?

Yes _____ **@** _____ **%**

No _____ **What is the anticipated cost?** _____

Comments:

Are benefit cost increases included in the adopted budget?

Yes _____

No _____ **What is the anticipated cost?** _____

Comments:

Please provide the adopted budget General Fund FTE.

	Non- Management	Management & Confidential
Certificated	_____	_____
Classified	_____	_____
Comments:		

CHARTER SCHOOLS ORIGINAL BUDGET REPORTING
CHECKLIST OF ITEMS TO BE SUBMITTED TO SPONSORING DISTRICT
SPONSORING DISTRICT TO SUBMIT ITEMS TO THE COE DBS DEPARTMENT

CHARTER: _____

STATE REQUIRED FORMS

Original Board Certification Form ☐

Please include copies of the following reports:

Board Packet ☐

Official DAT export file (email to: dbb-ft@cccoc.k12.ca.us) with Alternative form ☐

General Ledger or Trial Balance ☐

Completed copy of the attached Salary, Benefits, and FTE Form ☐

Report by Fund, Resource and Object for Estimated Actuals 2023-24 ☐

Report by Fund, Resource and Object for Original Budget Year 2024-25 ☐

Multi-year Projections for two subsequent years ☐

Enrollment and ADA Projections ☐

Copy of Final Cash Reconciliation and a copy of the bank statement ☐

LCFF calculation (include Summary and Data Entry tabs only) ☐

LCAP (Submit Approved LCAP to the Charter's Authorizing Agency) ☐

PLEASE BE SURE TO COMPLETE AND SUBMIT THIS FORM AS THE COVER SHEET FOR YOUR ORIGINAL BUDGET MATERIALS.

LEAs must submit DBS printed hard copies by U.S. Postal Service or private carrier by the due date to DBS-Attn: Gina Schenk.

CHARTER CONTACT: _____

PHONE: _____ **E-MAIL:** _____