



# Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307  
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

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August 9, 2021

SBAS-9445

TO: K-12 School Districts  
Santa Barbara County SELPA

ATTENTION: Chief Business Officials

FROM: Denice Cora, Administrator  
School Business Advisory Services

SUBJECT: **Unaudited Actuals on State Software (SACS2021ALL)**

**Due Date:  
September 15**

As you know, the California Department of Education requires that all districts submit their unaudited actuals using SACS Financial Reporting Software.

Per Education Code 42100, on or before September 15, districts must submit unaudited actuals to their boards for approval “in a format prescribed by the Superintendent of Public Instruction” and file these with the county superintendent of schools. Accordingly, please send the following items electronically to School Business Advisory Services (SBAS) at [SBASFinance@sbceo.org](mailto:SBASFinance@sbceo.org) within 5 days after the Board meeting or by September 15, whichever comes first.

1. One hard copy District Certification (Form CA) with original signature.
2. One email copy of the Unaudited Actuals “**Official**” SACS export data file.

As a reminder, all districts must complete forms SEMA/ SEMB and all other applicable supplemental forms. For a list of required forms, refer to the SACS Software User Guide, Attachment A – Forms and Reports located in the Help Menu within the SACS Financial Reporting Software. You may want to print a blank Table of Contents from the SACS software to review the available forms.

**Please note:** If any unaudited actuals show a negative ending unrestricted fund balance or negative cash balance, Education Code 42127.5 requires that the district shall submit to our office:

*. . . a statement that identifies the reason for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year.*

Please call your district financial advisor if you need assistance in completing this process.

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c District Financial Advisors