



Home / Finance & Grants / Software & Forms / Financial Reporting

2020 Financial Reporting Calendar - District

School district calendar includes 2020–21 budget, interim, and 2019–20 unaudited actuals and audit calendar.

Fiscal Year Summary of Basic Filing Due Dates

* Due dates are established in law unless otherwise noted. In accordance with *Government Code* (GC) 6700, GC 6707, and GC 6803, if the due date falls on a Saturday, Sunday, or holiday, the reporting date shall be the following workday. Unless stated otherwise, “days” means calendar days.

** Date calculated as prescribed in law.

*** Gann filing date administratively determined by the California Department of Education (CDE).

**** *Education Code* (EC) 42100 reporting will satisfy EC 47604.33 requirement.

***** Notwithstanding EC 41020(b), EC 41020(h), EC 41020(k) and EC 47605(m), for the 2019–20 fiscal year, the audit report and audit certification status due dates for local educational agencies are governed by EC 41020.9 pursuant to Senate Bill 98 (Chapter 24, Statutes of 2020), Section 18. COE = County Office of Education

DATE DUE*	ITEM	DESCRIPTION	EDUCATION CODE
July 1	Budget	School district budget due to COE	42127(a)(2)
July 1	Budget	Charter school budget due to chartering authority and COE	47604.33(a)(1)
September 15	Unaudited Actual Data	District unaudited actual data, including Gann***, due to COE	42100(a), GC 7906(f)
September 15	Unaudited Actual Data	Charter school unaudited actual data due to chartering authority and COE	47604.33(a)(5)****, 42100 (b)
September 15	Gann Resolution	District adopts Gann resolution	42132
December 15**	First Interim (October 31)	District first interim due to COE (also to State Superintendent and State Controller if qualified or negative)	42131(a)(1) and (2)

December 15	Charter School First Interim (October 31)	Charter school first interim due to chartering authority and COE	47604.33(a)(3)
March 15	Charter School Second Interim (January 31)	Charter school second interim due to chartering authority and COE	47604.33(a)(4)
March 17**	Second Interim (January 31)	District second interim due to COE (also to State Superintendent and State Controller if qualified or negative)	42131(a)(1) and (2)
March 31	Audit	District prior year audit due to COE, State Superintendent, and State Controller	41020(h) 41020.9(b)*****
March 31	Audit	Charter school prior year audit due to chartering authority, COE, State Superintendent, and State Controller	47605(m), 41020(h) 41020.9(b)*****
June 1	6/30 Projection	June 30 projection for the period ending April 30 due to COE, State Superintendent and State Controller if district had qualified or negative second interim	42131(e)

The 2020–21 Budget Adoption Cycle

* Due dates are established in law unless otherwise noted. In accordance with *Government Code* (GC) 6700, GC 6707, and GC 6803, if the due date falls on a Saturday, Sunday, or holiday, the reporting date shall be the following workday. Unless stated otherwise, “days” means calendar days.

** Date calculated as prescribed in law.

*** Gann filing date administratively determined by the California Department of Education (CDE).

**** *Education Code (EC)* 42100 reporting will satisfy *EC* 47604.33 requirement.

COE = County Office of Education

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
---------------	--------------	----------------------------

N/A	If the county board serves as the district's governing board	Any school district for which the county board of education serves as the governing board is not subject to EC 42127 subdivisions (c) to (h), inclusive, but is governed instead by the budget procedures set forth in EC 1622. (See the Financial Reporting Calendar for County Offices of Education). [EC 42127(i)]
July 1	District board holds a public hearing/adopts budget	<p>The school district governing board shall hold a public hearing on the budget to be adopted. The agenda for that hearing shall be posted at least 72 hours prior to the public hearing and shall include the location where the budget will be available for public inspection. The date, time, and location of the public hearing and the dates and locations at which the district's proposed budget may be inspected shall be published in a local newspaper by the county superintendent. The budget to be adopted shall be prepared in the format prescribed by the State Superintendent.</p> <p>[EC 42127(a)(1), EC 42126, EC 42103]</p> <p>The school district governing board shall adopt a budget and, not later than 5 days after the adoption or by July 1, whichever occurs first, file the budget (utilizing the forms prescribed by the State Superintendent) with the county superintendent of schools. The budget and supporting data shall be maintained and available for public review.</p> <p>As required by Executive Order N-56-20, in lieu of the Local Control and Accountability Plan (LCAP), the school district governing board shall adopt, during the same meeting at which the board adopts the annual budget, a COVID-19 Operations Written Report. The board shall submit this report to the county superintendent in conjunction with submission of the adopted annual budget. For information regarding the COVID-19 Operations Written Report, please see the following FAQs on CDE's LCAP Executive Order – Frequently Asked Questions web page.</p> <p>[EC 42126, EC 42127(a)(2)]</p>
July 1	Charter school budget	Each charter school shall submit a preliminary budget to its chartering authority and the COE. [EC 47604.33(a)(1)]

45 days after the Governor signs the annual Budget Act	District makes any budget revisions public	Not later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act. [EC 42127(h)]
September 15	County superintendent approves, conditionally approves, or disapproves adopted district budget	The county superintendent of schools approves, conditionally approves, or disapproves the adopted district budget. If the budget is conditionally approved or disapproved, the county superintendent transmits recommendations, in writing, to the school district's governing board by September 15. The county superintendent may assign a fiscal advisor to assist the school district in developing a budget in compliance with the county's revisions. The county superintendent may also appoint a committee to examine and comment on the county superintendent's review and recommendations, subject to the requirement that the committee report its findings to the county superintendent no later than September 20. This committee is not a regional or state budget review committee as defined in EC 1623 and EC 42127.1 through 42127.3. [EC 42127(d)]
September 15	County superintendent transmits a prepared budget to any district that has not submitted a budget	If a district does not submit a budget to the county superintendent, the county superintendent shall, at district expense, develop a budget for the district by September 15 and transmit that budget to the district governing board. This budget shall be deemed adopted, unless the county superintendent approves any modifications made by the district governing board. The State Superintendent shall review and certify the budget approved by the county. [EC 42127(d)].

September 15	District adopts appropriations limit resolution (Gann)	The governing board of each school district shall adopt a resolution to identify the district's estimated appropriations limit for the current fiscal year and its actual appropriations limit for the preceding fiscal year. That resolution shall be adopted at a regular or special meeting of the governing board. The documentation used in the identification of the appropriations limits shall be made available to the public on the date of the meeting. [EC 42132]
September 15***	District submits Gann data to the county	District shall transmit its appropriations limit (Gann) data as part of its SACS unaudited actual submission to the county superintendent of schools. [EC 42100, GC 7906(f)]
October 8	District governing board reviews county's recommendations and responds	If the school district's budget is conditionally approved or disapproved by the county superintendent of schools, the school district governing board, in conjunction with the county superintendent, will review the county superintendent's recommendations at a regular meeting of the board and respond to those recommendations, including any revisions to the adopted budget and other proposed actions to be taken, if any. [EC 42127(d)(3)]
November 8	County examines and approves or disapproves revised district budget Agreement to waive budget review committee	The county superintendent of schools shall examine and approve or disapprove the revised district budget. If the revised district budget is disapproved, the county superintendent shall call for the formation of a budget review committee unless the governing board of the school district and the county superintendent agree to waive the budget review committee requirement and CDE approves the waiver. Upon the grant of a waiver, the county superintendent has the authority and responsibility provided in EC 42127.3. [EC 42127.1, EC 42127(f)(1)]

November 8	County superintendent calls for budget or regional review committee	<p>If a waiver of the budget review committee requirement has not been approved:</p> <p>Upon disapproval of a school district's budget, the county superintendent shall call for the formation of a budget review committee. The budget review committee shall be composed of three persons selected by the governing board from a list of candidates provided by the State Superintendent. [EC 42127.1(a) and (b), EC 42127(f)(1)]</p> <p>or</p> <p>Notwithstanding EC 42127.1(b), with the approval of the State Superintendent and the district governing board, the county superintendent of schools may select and convene a regional review committee. The regional review committee shall operate in place of the budget review committee. [EC 42127.1(c)]</p>
November 8	District governing board selects budget review committee	<p>If a waiver of the budget review committee requirement has not been approved:</p> <p>No later than five working days after receipt of a candidate list from the State Superintendent, the district's governing board shall select a budget review committee and the State Superintendent shall convene the committee no later than five working days following that selection. [EC 42127.2(a)]</p>
November 8	If necessary, State Superintendent selects budget review committee	<p>If a waiver of the budget review committee requirement has not been approved:</p> <p>If the governing board fails to select a committee within the period of time permitted, the State Superintendent instead shall select and convene the budget review committee no later than ten working days after the district's receipt of the candidate list. [EC 42127.2(a)]</p>

November 30	Budget review committee reports recommendations	<p>The budget review committee shall review the proposed budget of the district and the underlying fiscal policies of the district and transmit to the State Superintendent, the county superintendent of schools, and the district governing board either of the following:</p> <ol style="list-style-type: none"> 1. A recommendation to approve the district budget, or 2. A report disapproving the budget with recommendations for revisions that will enable the district to meet its current year and multiyear financial commitments. <p>The State Superintendent may extend the deadline for a period of not more than 15 working days. [EC 42127.2(b) and (c)]</p>
Five working days after review committee disapproves budget	District responds to disapproved budget	<p>If the budget review committee recommends disapproval of the school district's budget, not later than five working days after receipt of the report, the school district governing board may submit a response to the State Superintendent, including any revisions to the adopted final budget and any other proposed actions to be taken. Based upon the recommendations of the budget review committee, and any response to those recommendations provided by the school district governing board, the State Superintendent shall either approve or disapprove the budget. If the State Superintendent disapproves the district budget, notification is sent in writing to the school district governing board, and until the county superintendent certifies the district's first interim report, the county superintendent of schools shall assume expanded authority. [EC 42127.3(b)]</p>

December 31	District with a disapproved budget is provided an adopted budget	<p>If the district budget is disapproved by the State Superintendent, the county superintendent of schools, not later than December 31, shall develop and adopt, in consultation with the State Superintendent and school district governing board, a fiscal plan and budget that will govern the district and will allow the district to meet its financial obligations, both in the current fiscal year and with regard to the district's multiyear financial commitments. The State Superintendent may extend the date by which the county superintendent of schools is required to develop and adopt a fiscal plan and budget. The governing board of the district shall govern the operation of the district for the current fiscal year in accordance with that adopted budget. [EC 42127.3(b)(1)]</p> <p>If the district budget is disapproved by the county superintendent of schools, and the CDE approves a district waiver of the budget review committee, the CDE shall ensure that a balanced budget is adopted for the school district by December 31. [EC 42127(f)(1), EC 42127.1(a)]</p>
N/A	County does not apportion money if school district neglects or refuses to make a budget	<p>If the governing board of any school district neglects or refuses to make a budget, the county superintendent of schools shall not make any apportionment of state or county school money for the particular school district for the current school year. The county superintendent shall notify the appropriate county official that any warrants issued by the school district shall not be approved. [EC 42128]</p>

2020–21 Interim Reports

* Due dates are established in law unless otherwise noted. In accordance with *Government Code* (GC) 6700, GC 6707, and GC 6803, if the due date falls on a Saturday, Sunday, or holiday, the reporting date shall be the following workday. Unless stated otherwise, “days” means calendar days.

** Date calculated as prescribed in law.

*** Gann filing date administratively determined by the California Department of Education (CDE).

**** *Education Code* (EC) 42100 reporting will satisfy EC 47604.33 requirement.

COE = County Office of Education

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
N/A	If the county board serves as the district's governing board	Any school district for which the county board of education serves as the governing board is not subject to <i>EC</i> 42131 subdivisions (a) to (f), inclusive, but is governed instead by the interim reporting procedures set forth in subdivision (l) of <i>EC</i> 1240. [<i>EC</i> 42131(f)]
N/A	Reporting periods	The school district superintendent shall submit two interim reports to the governing board of the district covering the district's financial and budgetary status for the periods ending October 31 and January 31. All reports shall be in a format or on forms prescribed by the State Superintendent. [<i>EC</i> 42130]
December 15** - First Interim March 17** - Second Interim	District approves and submits interim report and certification	No later than 45 days after the close of each reporting period, the school district governing board shall: <ul style="list-style-type: none"> ■ Approve the interim report and certify in writing whether the school district is able to meet its financial obligations for the remainder of the fiscal year and, based on current projections, for subsequent fiscal years. The certification shall be classified as positive (will meet financial obligations for the current fiscal year and subsequent two fiscal years), qualified (may not meet financial obligations for the current fiscal year or two subsequent fiscal years), or negative (will be unable to meet financial obligations for the remainder of the current fiscal year or the subsequent fiscal year), as per the standards prescribed in <i>EC</i> 42131(a)(1). ■ File copies of a positive certification and interim report with the county superintendent of schools. ■ File copies of a qualified or negative certification, and the interim report, with the county superintendent of schools. The county office sends copies to the State Superintendent and the State Controller. [<i>EC</i> 42130, <i>EC</i> 42131(a)(1) and (2)]

December 15 - First Interim March 15 - Second Interim	Charter school interim financial report and submittal	<p>Each charter school shall annually prepare and submit interim reports to its chartering authority and the county superintendent of schools (or only to the county superintendent if the county board of education is the chartering authority).</p> <ul style="list-style-type: none"> ■ The first interim financial report shall reflect changes to the budget through October 31. ■ The second interim financial report shall reflect changes to the budget through January 31. <p>[EC 47604.33(a)(3) and (4)]</p>
January 14** - First Interim Status Report April 16** - Second Interim Status Report	County superintendent may change district's interim certification	<p>No later than 75 days after the close of each reporting period:</p> <p>If the county superintendent of schools changes the district's certification from positive to negative or qualified, the county superintendent shall provide notice of that action to the district governing board and the State Superintendent. The district governing board has five days after receiving the notice to submit an appeal to the State Superintendent. No later than ten days after receiving the appeal, the State Superintendent shall determine the certification to be assigned to the district, and shall notify the district governing board and the county superintendent of schools of that determination.</p> <p>[EC 42131(a)(2)]</p>
After the county reviews the district interim or determines there are indicators of fiscal distress	County superintendent review of qualified or negative district certifications or review of district demonstrating fiscal distress	<p>If a school district has a qualified or negative certification, or if there are indicators of fiscal distress, the county superintendent of schools shall notify the school district governing board and the State Superintendent in writing of his or her determination and the basis for that determination. The county superintendent shall report to the State Superintendent on the financial condition of the district and shall take action, as necessary, to ensure that the district meets its financial obligations.</p> <p>[EC 42131(b), EC 42127.6(a)]</p>

June 1	June 30 projection (for districts filing a qualified or negative second interim)	The governing board of each school district that files a qualified or negative second interim certification, or whose second interim certification is changed to qualified or negative by the county superintendent of schools, shall provide to the county superintendent of schools, the State Superintendent, and the State Controller, no later than June 1, financial statement projections of the district's fund and cash balances through June 30 for the period ending April 30. [EC 42131(e)]
N/A	County does not apportion money if school district neglects to file interim reports	If the governing board of any school district neglects to file interim reports, the county superintendent of schools shall not make any apportionment of state or county school money for the particular school district for the current school year. The county superintendent shall notify the appropriate county official that any warrants issued by the school district shall not be approved. [EC 42128]

2019–20 Prior Year Reports

* Due dates are established in law unless otherwise noted. In accordance with *Government Code* (GC) 6700, GC 6707, and GC 6803, if the due date falls on a Saturday, Sunday, or holiday, the reporting date shall be the following workday. Unless stated otherwise, “days” means calendar days.

** Date calculated as prescribed in law.

*** Gann filing date administratively determined by the California Department of Education (CDE).

**** *Education Code* (EC) 42100 reporting will satisfy EC 47604.33 requirement.

***** Notwithstanding EC 41020(b), EC 41020(h), EC 41020(k) and EC 47605(m), for the 2019–20 fiscal year, the audit report and audit certification status due dates for local educational agencies are governed by EC 41020.9 pursuant to Senate Bill 98 (Chapter 24, Statutes of 2020), Section 18.
COE = County Office of Education

ON OR BEFORE*	ACTION TAKEN	SUMMARY AND CODE REFERENCE
---------------	--------------	----------------------------

July 15 (2020)	District provides for annual audit of books and accounts	<p>The governing board of each school district shall either provide for an audit of the books and accounts of the school district, including an audit of school district income and expenditures by source of funds, or make arrangements with the county superintendent of schools to provide for that auditing. If the district governing board has not provided for an audit by July 15, 2020, the county superintendent shall provide for the audit by July 31, 2020 and the cost of the audit shall be chargeable to the district.</p> <p>[EC 41020(b)(1) and (3), EC 41020(e)] [41020.9(a)*****]</p>
September 15 (2020)	District files prior year statements (unaudited actuals) with the COE	<p>The governing board of each school district shall approve, in a format prescribed by the State Superintendent, an annual statement of all receipts and expenditures of the district for the preceding fiscal year and shall file the statement with the county superintendent of schools.</p> <p>[EC 42100(a)]</p>
September 15 (2020)	Charter school prior year statements (unaudited actuals)	<p>Each charter school shall approve, in a format prescribed by the State Superintendent, an annual statement of all receipts and expenditures of the charter school for the preceding fiscal year and shall file the statement with the entity that approved the charter school.</p> <p>[EC 42100(b)]****</p> <p>Each charter school shall prepare and submit a final unaudited report for the full prior year to its chartering authority and to the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority).</p> <p>[EC 47604.33(a)(5)]****</p>
March 31 (2021)	Charter school prior year audit report	<p>A charter school shall transmit a copy of its prior year financial audit report to its chartering authority, the COE, the CDE, and the State Controller. This subdivision does not apply if the audit of the charter school is encompassed in the audit of the chartering entity pursuant to EC Section 41020.</p> <p>[EC 47605(m), EC 41020(h)] [41020.9(b)*****]</p>

March 31 (2021)	District submits prior year audit report	A school district shall file a copy of its audit report for the preceding fiscal year with the county superintendent of schools, the CDE and the State Controller. [EC 41020(h)] [41020.9(b)****]
January 31 (2021)	District holds public hearing/reviews audit report	The governing board of each school district shall, at a public hearing pursuant to EC 35145, review their annual audit, including audit exceptions, recommendations, or findings of any management letter issued by the auditor, and any descriptions or corrective action plans. [EC 41020.3]
March 15 (2021)	District provides COE with corrections to audit report	The district governing board shall provide, at the county superintendent's request, any description of the correction or plan of correction to the audit report, if such description or plan has not been previously submitted to the county superintendent. [EC 41020(j)(2) and (3)]

Questions: Financial Accountability & Information Services | sacsinfo@cde.ca.gov | 916-322-1770

Last Reviewed: Tuesday, October 13, 2020
