



# Monterey County Office of Education

Leadership, Support, and Service to Prepare All Students for Success

Dr. Nancy Kotowski  
County Superintendent of Schools

Finance and Business Services

Bulletin No. 12-005

TO: Chief Business Officials, Fiscal Directors, and Business Managers

FROM: *KD* Karen Deller, Director  
District Advisory and Financial Services

DATE: August 24, 2011

**SUBJECT: District Closing Certification**

As soon as your districts' books are closed for fiscal year 2010-2011, please submit the attached *District Closing Certification* form to MCOE with your 2010-2011 SACS unaudited actual and the GANN form. Please make sure your unaudited actual agrees with the information in FMS. Changes in FMS cannot be made after submission of the unaudited actual documents to MCOE. Should MCOE find discrepancies between unaudited actual and FMS during the review process, the school district will be required to correct the unaudited actual to agree with FMS or vice versa. The revised unaudited actual must be approved by the district governing board prior submission to MCOE.

This certification allows the County Office to lock districts out of prior year screens. School districts cannot access prior year screens for **data entry**; however, districts may order financial reports from prior fiscal year as needed.

**Please submit this certification form with your 2010-11 SACS unaudited actual. Your cooperation is greatly appreciated.**

I hereby certify that the 2010-2011 district books are now closed, and I acknowledge that MCOE will, upon receipt of this certification, lock out access for 2010-2011 data entry in FMS.

\_\_\_\_\_  
District Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

districtclosingcertification