



# Monterey County Office of Education


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

Dr. Nancy Kotowski  
County Superintendent of Schools

District Advisory and Financial Services  
Finance and Business Services

Bulletin No. 13-004

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

**FROM:**  Karen Hennessy, Director  
District Advisory and Financial Services

**DATE:** August 23, 2012

**RE:** District Closing Certification

As soon as your districts' books are closed for fiscal year 2011-2012, the attached "**DISTRICT CLOSING CERTIFICATION**" form must be submitted to MCOE with your 2011-2012 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. In case MCOE found discrepancies between unaudited actual and FMS during the review process, the school district(s) 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 "**DISTRICT CLOSING CERTIFICATION**" form with your 2011-12 SACS unaudited actual. Your cooperation is greatly appreciated.

\_\_\_\_\_  
(District Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Signature)