



Los Angeles County Office of Education

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February 5, 2020

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TO: Los Angeles County School Districts
Participating in the Lease-Purchase Plan
Participating in the School Facility Program

FROM:  Nkeiruka Benson, Interim Director
Accounting and Financial Services
Division of School Financial Services

SUBJECT: Changes to State School Building Lease-Purchase Interest Reporting
Requirement on Interest Earned on School Facility Program

The purpose of this letter is to provide an update on the changes to State School Building Lease-Purchase Reporting Requirement. With the sunset of Lease Purchase Program, school districts and county offices of education are no longer required to report quarterly interest earned in Fund 30 (Form SAB 180) to the State Allocation Board and the Office of Public School Construction.

It is important to note that the requirement to report interest earned in Fund 35 for programs such as School Facility Program, Full-Day Kindergarten Program is still required on the *Expenditure Report* (Form SAB 50-06). Attached, is a blank form of the *Expenditure Report* with instructions. School districts that are participating in School Facility Program will need to complete Form SAB 50-06 and submit the completed form directly to Department of General Services Office of Public School Construction.

If you have any questions regarding completing form SAB 50-06, please contact SFP Expenditure Review Audit team member with Office of Public School Construction at (916) 375-4503 or (916) 376-5486.

If you have questions regarding this memorandum, please contact Christina Huang at (562) 922-6451 or Huang_Christina@lacoed.edu.

NB:CH:sj
Attachment

INSTRUCTIONS (Refer to Title 2, California Code of Regulations Sections 1859.104 and 1859.106)

For purposes of completing this form enter the total amount spent for the project, including expenditures that may exceed the State and district shares authorized by the State Allocation Board.

1. Enter the estimated percentage of the project completed at the time of this report.
2. Enter the earliest issue date of the notice to proceed to the construction contractor.
3. Enter the date construction was completed as stated in the notice of completion on the last working contract.
4. If this is the first report submitted, enter "so" in this column. If there are prior reports, the amount reported in this column is the amount reported in column 6 of the preceding report.
5. Enter the transaction amounts during the current report period.
6. Enter the sum of the corresponding line items in columns 4 and 5.
7. If applicable, enter the district's future SFP financial hardship project(s) that savings from this project will be applied.

Provide a detailed listing of each expenditure listing items by:

- Warrant, date of warrant, payee, warrant number, and description/purpose of the expenditure.
- Identify any savings and the purposes for which it will be used. Identify expenditures made with district force account labor separately.
- The use of a transaction record, in lieu of warrant number, is acceptable for force account expenditures.
- Identify amounts applied to the project for incentive grants or rebates received by the district pursuant to Public Utilities Code Section 381. Refer to Sections 1859.77.1 and 1859.79.

Go to the OPSC Web site at www.dgs.ca.gov/opsc for the Project Information and Expenditure Worksheets (an Excel worksheet) which may be used to assist in reporting these expenditures.

Submit completed form to: **Department of General Services**
Office of Public School Construction
Attn: SFP Audit
707 Third Street
West Sacramento, CA 95605

SCHOOL DISTRICT		COUNTY	APPLICATION NUMBER
BUSINESS ADDRESS/CITY			REPORT NUMBER
SCHOOL NAME		DSA NUMBER	CDS NUMBER
PREPARER'S NAME (TYPED)		PREPARER'S TITLE (TYPED)	TELEPHONE NUMBER/E-MAIL ADDRESS
DISTRICT REPRESENTATIVE NAME (TYPED)		DISTRICT REPRESENTATIVE TITLE (TYPED)	TELEPHONE NUMBER/E-MAIL ADDRESS

1. **Percent of Project Complete:** 0.00%
2. **Notice to Proceed Issue Date:** _____
3. **Notice of Completion Date:** _____

	4. Previous Report	5. Report Period	6. Total to Date
District Funds or Joint-Use Partner(s) Contribution			
State Funds			
Interest Earned			
Project Expenditures			

7. If applicable, list the amount of savings from this financial hardship project that will be used to reduce the grant of a future School Facility Program financial hardship project which has not yet been apportioned. Attach written declaration of savings pursuant to Section 1859.103.

Project Number _____ Amount of Savings \$ _____
 Project Number _____ Amount of Savings \$ _____

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district; and,
- under penalty of perjury, under the laws of the State of California, the foregoing statements are true and correct, and that the Public Contract Code was adhered to in the construction of this project; and,
- this form is an exact duplicate (verbatim) of the form provided by Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

SIGNATURE OF DISTRICT REPRESENTATIVE	DATE
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