



**CSIS California School Information Services**

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September 24, 2007

Julie Haff, Superintendent  
San Lorenzo Valley Unified School District  
325 Marion Avenue  
Ben Lomond, CA 95005

Dear Superintendent Haff:

The purpose of this letter is to summarize the on-site work provided to the San Lorenzo Valley Unified School District from June through August 2007. The Fiscal Crisis and Management Assistance Team (FCMAT) provided assistance with the Charter School's 2007-08 budget during two separate visits to the district office. FCMAT utilized spreadsheets with district staff, then entered the budgets into the CECC financial system in a separate fund. The following was completed as part of the services provided by FCMAT:

- Collected enrollment and ADA data for the 2007-08 fiscal year from the district
- Verified revenues based on the 2007-08 May Revise projections
- Verified position control records with the Charter School Director
- Collected 2006-07 estimated allocations for each of the respective Charter School sites from the Charter School Director
- Developed spreadsheets with input from the Charter School Director, including applying the district's new budgeting methodology for the 2007-08 fiscal year to simplify tracking and communicating to the administrators at the Charter School sites
- Once positions were confirmed and allocations determined, entered the 2007-08 budget into the CECC financial system, with district approval after review and discussion
- Prepared a proposed budget transfer to be entered into the CECC financial system by district office staff for the 2007-08 fiscal year.

All on-site work has been completed to date. This project did not fall under the auspices of the AB 1200 statutory requirements for FCMAT to assist the district in a crisis. This was a management assistance project providing support to the district office to meet statutory deadlines and implement the district's system to ensure efficiency for the Charter School in the 2007-08 fiscal year.

**FCMAT**

Joel D. Montero, Chief Executive Officer

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Administrative Agent: Larry E. Reider - Office of Kern County Superintendent of Schools

FCMAT would like to thank the staff and administration of the San Lorenzo Valley Unified School District for their cooperation during the team's work with the district. If you have questions, please contact me at (661) 636-4611.

Sincerely,

Michele A. Huntoon, CPA  
Chief Management Analyst

cc: Edith Henden, Assistant Superintendent  
Barney Finlay, Associate Superintendent, Santa Cruz COE