

**SCHOOL FACILITY PROGRAM**  
**School District**  
**Financial Hardship Checklist - Phase II**  
*(August 2008)*

New     Renewal

SCHOOL DISTRICT
COUNTY
DATE OF FINANCIAL HARDSHIP REQUEST

*Attention: In order to streamline the process of completing a Financial Hardship package, it is the district's responsibility to clearly report all sources of funding and pertinent information as part of their Financial Hardship submittal package. All incomplete Financial Hardship packages will be returned. This Financial Hardship checklist and funding certification must be submitted in its original form and without any modifications or the district's Financial Hardship package will be marked incomplete and returned to the district.*

*In addition, the OPSC strongly encourages district's to provide supporting schedules and all necessary documents to accommodate shorter review periods.*

**I. FUNDING SOURCES (Per Education Code Section 17075.15(c) & Regulation Section 1859.81(a))**

NOTE: All fund sources that could be used for capital facility purposes need to be included in the Financial Hardship package, regardless of what fund the proceeds are deposited into.

A. Has the district issued any Certificates of Participation (COP) in the last three years?  Yes    No

If yes:

- Please indicate the date(s) issued and the dollar amount(s): \_\_\_\_\_
- Please indicate what Fund the proceeds were deposited into: \_\_\_\_\_
- Please provide a trial balance and/or General Ledger detail evidencing the proceeds were deposited in that fund.
- Please provide a copy of the COP booklet(s) as part of the district's Financial Hardship package.

**Enclosed:**                      **Previously**  
 Yes    No                       Submitted

*If no, the package will be returned.*

B. Will any Certificates of Participation (COP) be issued within the next 12 months from the date of the Financial Hardship submittal?  Yes    No

If yes, please indicate the proposed date of issuance and the amount: \_\_\_\_\_

C. Has the district passed any General Obligation Bonds ( 2/3, Proposition 39) or Mello Roos Bonds within the last three years?  Yes    No

If yes:

- Please indicate the date(s) passed and the dollar amount(s):  
\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Current Year                      Prior Year                      2nd Prior Year
- Please indicate what Fund the proceeds were deposited into: \_\_\_\_\_
- Please provide a trial balance and/or General Ledger detail evidencing the proceeds were deposited in that fund.
- Please provide a copy of the bond book(s) and official copy of the ballot issue(s) as part of the Financial Hardship package.

**Enclosed:**                      **Previously**  
 Yes    No                       Submitted

*If no, the package will be returned.*

D. Does the district have any developer fee "In Lieu" agreement(s) in effect or pending that affects the amount of developer fees collected by the district?  Yes    No

If yes:

- Please provide a copy of the mitigation(s) agreements and school board minutes approving the agreement been submitted as part of the Financial Hardship request package. **Enclosed:**  
 Yes    No

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- If the district received any benefit, building, land, etc., in lieu of Developer Fees, has documentation been submitted verifying the "in lieu" received and the value of developer fees that were negated due to the "in lieu" agreements?  Yes  No

This documentation should include the General Ledger detail to reflect the asset value and date posted.

*If no, the package will be returned.*

- E. Is the district currently receiving Redevelopment Funds or have they received Redevelopment Funds within the last three years?  Yes  No

If yes,

- Please indicate the dollar amount(s): \_\_\_\_\_
- Please indicate what Fund the proceeds were deposited into: \_\_\_\_\_
- Please provide a trial balance or General Ledger detail evidencing the proceeds were deposited in that fund.
- Please provide a copy of the redevelopment agreement(s) currently in effect as part of the Financial Hardship request package.

**Enclosed:**  Yes  No **Previously Submitted**

*If no, the package will be returned.*

- F. Has the district received any proceeds from sale of surplus real property within the last three years?  Yes  No

If yes, please indicate the dollar amount(s): \_\_\_\_\_

In addition, please indicate what Fund the proceeds were deposited into: \_\_\_\_\_

- Please provide a trial balance or General Ledger detail evidencing the proceeds were deposited in that fund.

- G. Has the district received any other source of funding within the last three years not previously listed that could be used for capital facility purposes?  Yes  No

If yes:

- Please indicate the source of funding: \_\_\_\_\_
- Please indicate the dollar amount(s): \_\_\_\_\_
- Please indicate what Fund the proceeds were deposited into: \_\_\_\_\_
- Please provide a trial balance or General Ledger detail evidencing the proceeds were deposited in that fund.

- H. What Inter-Fund transfers, in or out of a fund which contains capital facility related proceeds, has the district made over the last two fiscal years?

- Please submit General Ledger detail which documents the transfers over the last two fiscal years. **Enclosed:**  Yes  No **Previously Submitted**

- Please provide a schedule of all the Inter-Fund transfers , in or out of a fund which contains capital facility related proceeds, that lists:  
(1) the fund transferred from, (2) the fund transferred to, (3) describes the purpose of the transfer, and (4) the date of the transfer. **Enclosed:**  Yes  No

**II. EVIDENCE REQUIRED**

- A. Summary of why the district is requesting financial hardship. This can be a short paragraph summarizing how the district meets the financial hardship criteria.  Yes  No

- B. District's Capital Outlay Plan for the next 5 years. **Previously Submitted**
- If not available, please submit explanation why.  Yes  No

- C. "Financial Hardship Project Worksheet" for each project and each phase of a project the district is requesting Financial Hardship assistance for.  Yes  No

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- D. "Financial Hardship Fund Worksheet" submitted for each fund within the Capital Project Funds and/or each Fund that contains capital facility related proceeds. These summarized fund worksheets reflect the district's financial condition pursuant to data from the latest Independent Audit Report, along with subsequent transactions in column 2 of the worksheets to arrive at the current available funds. A separate worksheet must be submitted for each fund that contains capital facility related proceeds.  Yes  No
- E. **Trial Balance** for each financial hardship fund worksheet the district is submitting. The trial balance should reflect the balances through the date of the fund worksheets.  Yes  No
- F. **General Ledger (GL) Detail Report** for the information in Column 1 and Column 2 of each Financial Hardship Fund Worksheet submitted.  Yes  No

*For example: The district's Fund 25 worksheet has Column 1 information for the 2005/2006 Fiscal Year ending 6/30/06. The Column 2 information is dated as of 10/1/07, therefore it contains data from the 2006/2007 Fiscal Year ending 6/30/07 and 3 months of information (7/1/07 thru 10/1/07) from the 2007/2008 Fiscal Year. This would mean the district would submit 3 General Ledger detail reports for Fund 25: (1) 7/1/05 thru 6/30/06, (2) 7/1/06 thru 6/30/07, and (3) 7/1/07 thru 10/1/07.*

NOTE: If the General Ledger detail report does not clearly delineate what project the reported expenditures were completed on then it will be necessary to submit a support schedule which lists all the expenditures, the work done, the project, and ties back to the individual General Ledger detail report(s).

- G. General Ledger (GL) **Summary** report for the information in Column 1 and Column 2 of the Fund 35 Financial Hardship Fund Worksheet. **Enclosed:**  
 Yes  No
- H. Identify the purpose and provide necessary documentation for any restrictions on funds within any Special Reserve Fund.  Yes  No  **Previously Submitted**
- I. Identify and list in a spreadsheet all SFP projects the District has applied to OPSC for and not yet received an apportionment by the SAB. **Enclosed:**  
 Yes  No  N/A
- J. Report all funds spent (to date) on SFP financial hardship project(s) requested on a detailed expenditure report. A separate expenditure report must be submitted for each Financial Hardship Project Worksheet. If no funds have been spent on the project(s), submit a written statement to that effect.  Yes  No
- K. Documentation supporting any encumbrances the district is claiming (i.e. contracts/payment schedules). All material should be clearly cross referenced and identified to the contract and to the encumbrance(s).  Yes  No  **Previously Submitted**  N/A
- L. If the district will be requesting an "Interim Housing" deduction against funds that would otherwise be considered available for future SFP Financial Hardship projects, they must submit the following:  
This allowance is only when the district is applying for new construction projects.  Yes  N/A
  - (1) Current Enrollment Certification/Projection (Form SAB 50-01),
  - (2) Existing School Building Capacity(Form SAB 50-02),
  - (3) The district's written estimation of the Interim Housing deduction needed for the coming year.

These documents are needed so OPSC can calculate the maximum "Interim Housing" deduction allowed.

NOTE: Small school districts have an option to not update their eligibility for a period of three years in case of declining enrollment. However, for financial hardship purposes, the Form SAB 50-01 must be completed based on the latest CBEDS information.

- M. Complete copy of last Two Independent Audit Reports.  Yes  No  **Previously Submitted**
- N. Is current Unused Site Certification already on file with OPSC?  Yes  No  
If no, please provide listing of the district's unused site(s) and intended purpose(s) or a statement that the district has no unused site.  Yes  No  **Previously Submitted**

SIGNATURE OF DISTRICT REPRESENTATIVE		DATE
PLEASE PRINT NAME:	CONTACT NUMBER:	EMAIL ADDRESS: