

FINANCIAL HARDSHIP WORKSHEET - INSTRUCTIONS

SCHOOL FACILITY PROGRAM

09/01

The following is a brief description of the Financial Hardship Worksheet columns and what they represent. Complete a separate worksheet for each fund listed in the Capital Project Fund group of accounts.

The District is to complete Columns 1 and 2.

Column 1: This column should contain figures from your latest independent audit report. If the District has voter-approved bonds and issued bonds please provide us with this information for our review.

Column 2: This column is for all subsequent transactions that have occurred since your latest independent audit report. Subsequent transactions should be reported through date of application submittal, not one to two months prior.

NOTE: With any financial hardship package that is a request for renewal, the district must submit an accompanying detailed listing that identifies each expenditure shown in Column 2. This will be used to identify previously approved encumbrances versus those expenditures made against the new "interim housing" allowance.

Column 3: This column will total column 1 and column 2.

Columns 4 and 5 are for OPSC use only.

Column 4: This column is for OPSC to make adjustments based on information submitted by the District/County. Adjustments could include such items as bonds authorized but not sold and therefore available for matching share or encumbrances reported but not approved by OPSC.

Column 5: This column will show what the District/County has available to contribute towards its matching share.