



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Karen Sakata, Superintendent of Schools

K12 DISTRICT UNAUDITED ACTUALS REPORT – CHARTER SCHOOLS CHECKLIST OF ITEMS TO BE SUBMITTED TO COE DBS DEPARTMENT

CHARTER: Contra Costa School of Performing Arts

Copy of the Board Packet

Official export file of Alternative Form (*email to: rbailey@cccoe.k12.ca.us*)

STATE REQUIRED FORMS

Form CA Original copy of Board Certification (with original or electronic email signatures)

Please include copies of the following reports:

Final ADA counts

Report by Object for all revenue and expense

Report for all transfer accounts

General Ledger or Trial Balance

Copy of Final Cash Reconciliation and a copy of the bank statement

LCFF Calculation (All tabs except NSS & Graphs)

[PLEASE BE SURE TO COMPLETE AND SUBMIT THIS FORM AS THE COVER SHEET FOR YOUR UNAUDITED ACTUALS REPORT MATERIALS.](#)

[LEAs must submit to DBS printed hard copies by U.S. Postal Service or private carrier by the due date.](#)

CHARTER CONTACT: Madhulikha Muppidi

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