

Subject: RE: CARES reporting follow up
Date: Friday, January 13, 2023 at 4:45:01 PM Pacific Standard Time
From: Misty Key
To: Dannielle Brook
Attachments: image001.png

Thank you!

From: Dannielle Brook <DBrook@vcoe.org>
Sent: Friday, January 13, 2023 4:41 PM
To: Misty Key <MKey@vcoe.org>
Subject: FW: CARES reporting follow up

The CARES Act reporting is due today, Celeste jumped in to support Ojai/Ryan how to pull financial reports and gave helpful hints to document his work to support future and continued reporting. I asked her to document a follow-up email to outline their progress together. FYI...She also had to explain the difference between Fiscal Year and Calendar Year.

Sincerely,

Danni

From: Celeste Perdue <CPerdue@vcoe.org>
Sent: Friday, January 13, 2023 3:52 PM
To: Ryan Worsham <ryan.worsham@ojaiusd.org>
Cc: Dannielle Brook <DBrook@vcoe.org>; Cathy Niss <CNiss@vcoe.org>; Tiffany Morse <tmorse@ojaiusd.org>
Subject: CARES reporting follow up

Hi Ryan,

As a follow up to our conversation Bomgar session today, I wanted to recap our discussion regarding the CDE CARES reporting.

- Comparing the Fiscal 19 Account Summary – Activity Change to CARES reporting on CDE website. Run summary reports for 2021/22 and 2022/23 for quarter 1 (July 1-September 30) and quarter 2 (October 1 to December 31) and compare it to what was previously in Escape to confirm. We discovered there was a variance of approximately \$265. In addition, generate a year to date total to balance to quarters 1 and 2 for current year.
- All reporting will be fiscal year, “last year” refers to 7/1/21-6/30/22 and “this year” referred to quarter 1, 7/1/22- 9/30/22 and quarter 2, 10/1/22 -12/31/22.
- Exporting the Fiscal 20 – Account Transaction Detail data, review of expenditures, and how to categorize for reporting.
- Analyzing data based on account numbers using chart of accounts and CSAM instead of positions.
- Maintaining a spreadsheet and a working copy in the excel workbook. Sorting and summarizing the data for the percentages needed for reporting. Leaving notes and comments in the excel workbook for

tracking purposes so you can pick up where you left off and/or to remind yourself next time how you compiled the information.

- Utilizing the chief accountants listserv to request suggestions and/or reporting templates and excel sheets used by other Districts in the county.

Feel free to contact me with any questions. The SBAS team is here to help.

Thanks
Celeste



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