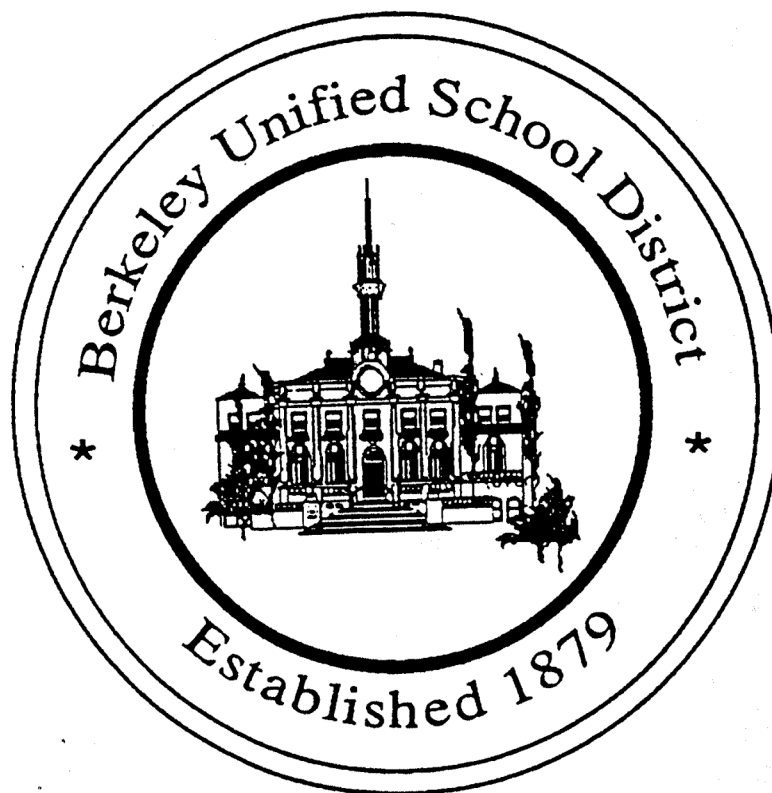


**Berkeley Unified School District
Office of the Superintendent**



Board of Education Meeting

September 13, 2004

Berkeley Unified School District
SPECIAL MEETING OF THE BOARD OF EDUCATION*
District Administrative Offices
2134 Martin Luther King Jr. Way
Berkeley, CA 94704-1180
Phone: (510) 644-6206 Fax: (510) 540-5358

AGENDA

Monday, September 13, 2004, 6:00 p.m.

Call to Order The Presiding Officer will Call the Meeting to Order at 6:00 p.m. The Board will recess to Closed Session at 6:30 p.m.

Roll Call President John T. Selawsky
Vice President Nancy Riddle
Director Terry S. Doran
Director Shirley Issel
Director Joaquin J. Rivera
Student Director Lily Dorman-Colby**

Administration: Superintendent Michele Lawrence, Secretary

ACTION ITEMS

These items are presented for action at this time. Some may have been reviewed at a previous meeting.

| <u>Business Services</u> | | Page |
|--|---|----------------------------------|
| 4.1-A Approve Yearly Unaudited Financial Actuals | <u>Staff Recommendation:</u> Receive and approve the filing of the 2003-2004 Un-Audited Actuals which provides the District with the most accurate to date financial information on revenues, spending and fund balances | 1 +under separate cover |

Recess to Closed Section (Government Code Sections 3549, 1(d), 54956.9(a) and 54957) and Education Code Section 49819(c)

1921 San Antonio, Berkeley CA 94704

(a) Public Employee Performance Evaluation: Superintendent

Report Closed
Session Action

Motion _____ Second _____ Vote _____

ADJOURNMENT

* Board agenda posted on District website: ww.berkeley.k12.ca.us

** The Student Director does not attend Closed Session

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Glenston Thompson, Deputy Superintendent
Song Chin-Bendib, Director of Fiscal Services
DATE: September 13, 2004
SUBJECT: 2003-2004 "Un-Audited Actuals"

BACKGROUND INFORMATION

The 2003-2004 Un-Audited Actuals is a term that refers to the "closed" financial books of the District prior to the independent audit of the financial records. Closing the books means that all known expenditures and revenues including accruals along with fund balances for the fiscal year 2003-2004 have been posted to the financial ledgers of the District. Accruals are the liabilities and receivables that apply to 2003-2004 fiscal year. This report should provide the District with the most accurate to date financial information on revenues, spending and fund balances for the 2003-2004 fiscal year.

Staff will present information on the closing of the books and the fiscal year 2003-04 Un-audited Actuals.

POLICY/CODE

California Education Code Sections 42122-42129
FCMAT Financial Management Standards 2.2, 7.1 & 7.4

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve the filing of the 2003-2004 Un-Audited Actuals.