

## **CALIFORNIA DEPARTMENT OF EDUCATION RESERVE ACCOUNT ACTIVITY REPORT (11/18)**

### **Child Development and Nutrition Fiscal Services CDNFS 9530-A Instructions**

This report is required even if the account has a zero balance.

Contractors Required to Submit This Report: Child Care and Development contractors who have a Letter of Intent to Establish and Maintain a Child Development Reserve Account (CDNFS 9530-LTR) on file with the California Department of Education (CDE), Child Development and Nutrition Fiscal Services (CDNFS) Unit.

Report Deadline: This report must be received in the CDNFS Unit by July 20<sup>th</sup>, following the end of the fiscal year being reported.

NOTE: Payments to contractors based on June year-end Attendance and Fiscal Reports for Child Development programs, which are also due by July 20<sup>th</sup>, cannot be computed until the Reserve Account Activity Report (CDNFS 9530-A) and account documentation (General Ledger) are received.

To be valid, a report must be complete and signed. (Please note that only original signatures are acceptable.) The principal administrative officer may delegate responsibility for completion of the report to staff members, but the contractor's Board is responsible for the accurate and timely completion of the report. Invalid reports or reports not received in the CDNFS Unit by the report deadline will be deemed delinquent and all subsequent apportionments will be withheld until reporting requirements have been met.

FULL NAME OF CONTRACTOR - Enter the name of the contractor.

REPORT MONTH AND YEAR -Enter the month and year for the reporting period.

FISCAL ANALYST - Enter the name of the assigned CDNFS Fiscal Analyst.

RESERVE ACCOUNT TYPE - Enter Reserve Account Type (Enter AP or Alternative Payment, CB or Center Based, or RR or Resource and Referral).

NOTE: A separate Reserve Account Activity Report must be submitted for each reserve account type maintained by the contractor.

COUNTY - Enter the name of the County

VENDOR CODE - Enter the Vendor Code

ACCOUNT DOCUMENTATION (required if balance is greater than zero): Check the box to confirm a copy of the general ledger report page(s) that reflect the current cash balance maintained in the Reserve Account is included. Failure to include a copy of the general ledger will deem this report incomplete and unacceptable.

## Section I – Beginning Balance

Enter the beginning balance as reported on the Reserve Account Status Report CDNFS 9530, received from the CDE, confirming the prior year’s ending balance. Please use whole numbers.

## Section II – Revenue

Enter the total interest earned on this Reserve Account for the fiscal year.

NOTE: Reserve funds must be maintained in an interest-bearing account. Failure to report interest will deem this report incomplete and unacceptable. Interest entry is not required if the beginning balance is zero. Accrued interest must be reflected on the accompanying General Ledger.

## Section III – Expenses

List the contract number (8 characters: 4 character alpha prefix and 4 character numeric suffix) and dollar amount for any transfers of funds from this Reserve Account to child development contracts during the fiscal year. California State Preschool Program (CSPP) Transfers from Reserve must be separated into CSPP General Transfers and CSPP Professional Development Transfers.

NOTE: CSPP contractors can retain a reserve fund balance equal to 15 percent of the sum of the MRAs of all center-based contracts contributing to the reserve. In addition to the previous 5 percent cap, now referred to as the CSPP-General Reserve amount, contractors may retain an additional cap of 10 percent referred to as the CSPP-Professional Development Reserve amount. The 5 percent general reserve amount will continue to be used for “reasonable and necessary costs” (Education Code Section 8450) in excess of contract reimbursement for any center-based contract administered by the contractor. The 10 percent CSPP- Professional Development Reserve amount is intended for, and will be restricted to, expenditures specifically associated with the professional development of CSPP instructional staff.

Transfers from Reserve to other contract types should be entered in the Other Contracts section.

NOTE: Transfers from a Reserve Account can be made only to contracts of the same type as the Reserve Account, and must be reported as a “Transfer from Reserve Fund” on the report for the contract that receives the transfer.

## Section IV – Ending Balance

Sections I and II are auto-summed, then the total from Section III is subtracted, to auto-populate the remaining balance.