

**CALIFORNIA COMMUNITY COLLEGES
ADJUSTMENT APPLICATION
FULL-TIME EQUIVALENT STUDENT (FTES)
AND APPRENTICE HOURS**
(CCFS-320, 320F, and 321, Annual Report)

Due: **October 1 (Lottery and Recal)**
November 1 (Recal)

Code No.

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Co. District

District: _____

Fiscal Year Affected: _____

State Use Only

Revision No.: _____

PART I. ADJUSTMENT

FOR EACH INDIVIDUAL TYPE OF ERROR, PROVIDE THE FOLLOWING:

1. **Amount of Adjustment:** _____ Credit: _____ Noncredit: _____ Apprentices Hours: _____
(overstated/understated)
2. **Error Discovered By:** *(check one)*
District ____ County Office ____ Public or Certified Public Accountant ____ State Agency ____
3. **Audit Reference Number:** (if applicable)
4. **Nature of Error:** *(Give complete explanation of error requiring this correction.)*

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PART II. CERTIFICATION

I, the district **Chief Executive Officer**, hereby certify that, to the best of my knowledge and belief:

1. The facts, figures, and explanations, contained in this application and the attached amended report are true and correct; and
2. All corrections have been made in conformance with the instructions below.

Chief Executive Officer

Signature: _____

Typed Name: _____

Date: _____

**Due Date: October 1 (Lottery and Recal)
November 1 (Recal)**

DISTRICT CONTACT PERSON:

Name: _____

Title: _____

Phone No.: () _____

Please return completed form to:

**FISCAL & BUSINESS SERVICES
1102 Q STREET, 3RD Floor
SACRAMENTO, CA 95814-6511**

INSTRUCTIONS**1. Certification of This Report**

An Application for Adjustment of Apportionment under *California Code of Regulations*, Title 5, Section 58134 must be certified by the community college chief executive officer.

2. Number and Distribution of Copies

Prepare an original and one copy of CCFS-317 for distribution as follows:

- | | |
|-----------|--|
| Original | <input type="checkbox"/> Fiscal and Business Services
California Community Colleges |
| Duplicate | <input type="checkbox"/> District Records |

3. Date of Filing

An application may be filed whenever an error on an officially-submitted annual CCFS-320, CCFS-320F, or CCFS-321 is found.

4. Number of Applications

While separate errors shall be individually detailed on the CCFS-317, only one amended CCFS-320, CCFS-320F, or CCFS-321 report shall be submitted with each CCFS-317.