California Community Colleges

TO: Chief Business Officers
Fiscal Portal Users

FROM: Fiscal Standards and Accountability Unit

RE: Updates to the CCFS-311 Annual Budget and Financial Reports

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This memo outlines the updates and revisions to the Fiscal Portal for the CCFS-311 Annual Budget and Financial Report, which is due by October 10, 2024.

Background

Each year, community college districts must complete and certify the CCFS-311 Annual Budget and Financial Report no later than October 10. The CCFS-311 includes year-end balances as well as budget projections for the upcoming year. This report is used to summarize and communicate the results of budgetary decisions and transactions across all governmental, proprietary, and fiduciary funds. The information provided in the CCFS-311 is critical for determining statewide financial trends, assessing districts' fiscal health, and informing system advocacy and policy development.

Updates to the CCFS-311 Annual Budget and Financial Report

Authentication Updates

Starting in 2024-2025, all users will log in to the Fiscal Portal using their Microsoft 365 (o365) accounts. This change is part of our effort to improve the security of the CCFS-311 and CCFS-311Q web applications.

What You Need to Know:

New Fiscal User:

* **Register**: After the new fiscal user has registered, please send an email to the CCFS311Admin inbox. There is one approval step in the registration workflow to grant access to the Fiscal Portal.

* **No Additional Action for Most Users:** You should be able to log in using your Microsoft 365 account as soon as the system changes are implemented. We sent an email regarding this change on June 12, 2024.

- **Enhanced Security Measures:** The Fiscal Portal now requires Multi-Factor Authentication (MFA), aligning with State of California requirements and industry best practices. When accessing the system, users will be prompted to install Microsoft Authenticator, a mobile app that helps fulfill our MFA policies.

Alternative MFA Options:

- **Security Key:** If you prefer not to use your personal cellphone for MFA, you can use a security key device, which functions similarly to a flash drive.

- **Browser Extension:** You can also use a browser extension like Authenticator.cc (available for Google Chrome, Microsoft Edge, and Firefox) to meet MFA requirements. We recommend consulting with your IT department to determine which MFA option best meets your needs.

Data Upload New Feature

Accessing the Template:

1. Navigate to the "Enter 311 Data" section in the Fiscal Portal.

2. Select the "Data Upload" option from the dropdown menu.

3. On the "Data Upload" screen, click "Excel Revenue and Expenditure Template" to download the worksheet.

Entering Data:

- **Expenditures:** Enter data for unrestricted and restricted general funds by activities (instructional, support, non-instructional support, and other) and by objects of expenditure.

- **Revenues:** Enter data for unrestricted and restricted general funds by revenue sources, with each source containing a subtotal.

Need Help? Refer to the attributes chart for guidance on activity type, object code, or fund type (unrestricted or restricted general fund).

Uploading the Template:

- **Verify Totals:** Ensure that line 1112 on the expenditures template matches the district report: Revenues, Expenditures, and Fund Balance Data, 10 (General Fund). Similarly, line 72 on the revenues template should align with the district report.

- **Important:** Always verify your data before uploading to ensure a successful upload and maintain worksheet integrity.

Guidance on Data Integrity

- **Follow Upload Guidelines:** Adhere to the provided guidelines to ensure successful uploads. If you need to modify the worksheets, download a new template instead of attempting to fix the existing one.

- **Save Files Uniquely:** Each new save will overwrite the previous data. Save with a unique name if you need to keep multiple versions and add notes to track changes.

Maintain Worksheet Integrity:

  o **Do Not Delete or Move Worksheets:** This may cause upload issues.

  o **Column Integrity:** Do not delete or modify columns A through F.

  o **Color Coding:** You may color code or add notes in Column G and beyond for better organization.

- **Avoid Using Fill Handle:** Refrain from using the fill handle to drag cells, as this may copy or extend incorrect data or formulas. Manually input or verify data for accuracy.

- **Filters:** Do not add filters to the upload version, even though the template supports them.

Questions?

If you need assistance or have questions regarding the Fiscal Portal, please contact us at ccfs311admin@cccco.edu