



Santa Clara County Office of Education

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County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts
District Business & Advisory Services

Bulletin: 24-025

Date: April 16, 2024

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: SCCOE 2023-24 Fiscal Year End Close Calendar

Please be advised of the Santa Clara County Office of Education's 2023-24 Fiscal Year End Close Schedule as attached. The dates on this schedule are aligned to the closing schedule received from the County Controller's Office so we have limited flexibility and appreciate your efforts to comply with this schedule.

SCCOE 2023-24 Fiscal Year End Close Calendar

Please distribute this memo within your District as deemed appropriate.

DEADLINE	ITEM	DESCRIPTION
19-June	Holiday	SCCOE Closed
26-June	TF, TP & TQ Transactions	FY 23-24 TF, TP & TQ Transactions made between June 26 to June 28, 9:00 PM (cash moves between SACS funds) use 6/26/24 posting date
27-June	Cash Receipts Cutoff	Cutoff for Deposits made at the County Treasurer Division is 11:45 AM (Community College Districts only), Final day for FY 23-24 Deposits for Brinks pick-up.
	A/P Batches	Last day to enter A/P Batches for FY 23-24. Cutoff is at 9:00 PM
28-June	A/P Cancellations	Last day to Cancel A/P Warrants for FY 23-24. Cutoff is at 12:00 PM Noon
	Cash Receipts Cutoff	Last day for school districts FY 23-24 deposits to be made at J.P. Morgan Chase at 5 PM Final day for FY 23-24 Desktop Scanner Deposit at 7:00 PM.
	Pick-up A/P warrants	FY 23-24 A/P Warrants available for pick up at 10:00 AM
1-July	FY 24-25 A/P Module Available	Enter FY 24-25 A/P Batches
	TF, TP & TQ Transactions	FY 23-24 TF, TP & TQ transactions made between July 1 to July 11, 9:00 PM use posting date 6/27/24 (cash moves between SACS funds)
2-July	FY 24-25 A/P Warrants	FY 24-25 A/P Warrants available for pick up at 10:00 AM
4-July	Holiday	SCCOE Closed
11-July	Manual Controller JVJ	Last 23-24 Controller Manual JVJ 12:00 Noon
11-July	Cash Transfers between SACS Funds	After July 11, 2024, 9:00 PM, all cash movement between funds (TF's) must use due to/due from. (Between July 12 to Sept 9, 9:00 PM use posting date 6/28/24) TF's can be processed by using due to/due from for transactions with different resources
31-July	Reconciliations	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
9-Aug	Last Day SCCOE to post transactions for FY 23-24	Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's.
15-Aug	Bond Interest & Redemption (B I & R)	SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
2-Sept	Holiday	SCCOE Closed
9-Sept	Last District Entries processed for FY 23-24	Last District Entries for FY 23-24 (posting date 6/28/24)
16-Sept	Unaudited Actuals	Unaudited Actuals (Financial Reports) upload to SACS Web System due by 5:00 PM
	Gann Limit Resolutions	Due to SCCOE by 5:00 PM
24-Sept	Audit Adjustment to CALPADS	Districts & Charters submit Audit Adjustments to CALPADS data, if applicable.
30-Sept	Ending Balances Rolled	FY 23-24 Ending Balances to be rolled into FY 24-25 Beginning Balances

SCCOE 2023-24 Fiscal Year End Close Calendar

June 2024							June	
S	M	Tu	W	Th	F	S		
						1	19	Holiday – SCCOE Closed
2	3	4	5	6	7	8	26	TF, TP & TQ Transactions; use posting date 6/26/24 for Transactions between 6/26/24 - 6/28/24 (moves cash Between SACS funds)
9	10	11	12	13	14	15	27	11:45am Cutoff for FY 23-24 Deposits made at the County Treasury Division (70 W. Hedding) (Community College Districts only)
16	17	18	19	20	21	22	27	9:00pm Last day to enter A/P Batches for FY 23-24
23	24	25	26	27	28	29	27	Final day for FY 23-24 Deposits for Brinks pick-up
30							28	10:00am FY 23-24 A/P Warrants Available for pick-up
							28	12:00pm Last day to cancel A/P warrants for FY 23-24
							28	5:00pm Last day for school districts FY 23-24 Deposits to be made at J.P. Morgan Chase Bank
							28	7:00pm Last day for FY 23-24 Desktop Scanner Deposit
July 2024							July	
S	M	Tu	W	Th	F	S		
	1	2	3	4	5	6	1	FY 24-25 A/P Module available
7	8	9	10	11	12	13	2	10:00am FY 24-25 A/P warrants available for pick-up
14	15	16	17	18	19	20	4	Holiday – SCCOE Closed
21	22	23	24	25	26	27	11	Last 23-24 Controller Manual JVJ 12:00 PM Noon
28	29	30	31				11	9:00pm Last Cash Transfers between SACS funds (after 7/11/24, all movement between funds (TF's) must use due to/due from)
								TF & TP Transactions; use posting date 6/28/24 For transactions between 7/12/24 – 9/9/24 (TF's can be processed by using due to/due from for transactions with different resources)
							31	5:00pm Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
August 2024							August	
S	M	Tu	W	Th	F	S		
				1	2	3	9	9:00pm Last day SCCOE to post transactions to FY 23-24
4	5	6	7	8	9	10		Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's
11	12	13	14	15	16	17	15	5:00pm SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		
September 2024							September	
S	M	Tu	W	Th	F	S		
							2	Holiday – SCCOE Closed
1	2	3	4	5	6	7	9	9:00pm Last District Entries for FY 23-24 (Dated 6/28/24)
8	9	10	11	12	13	14	16	5:00pm Unaudited Actuals (Financial Reports) uploaded to the SACS Web System; Gann Limit Resolution due to SCCOE
15	16	17	18	19	20	21	24	Districts & Charters submit Audit Adjustments to CALPADS data, if applicable.
22	23	24	25	26	27	28	30	5:00pm FY 23-24 Ending Balances to be rolled into FY 24-25 Beginning Balances
29	30							