



**Santa Clara County Office of Education**

Charles Weis, Ph.D.  
County Superintendent of Schools

# Informational Bulletin

## District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 11-001

Date: February 10, 2011

To: District Fiscal Directors

From: Cathy McKim

Re: Consolidated Calendar- Remainder of 2010-11

Please see the attached Consolidated Calendar for the deadlines for the remainder of Fiscal Year 2010-11.

Let me know if you have questions!



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DATE DUE	ITEM	DESCRIPTION	EDUCATION CODE
Feb14 & 18th	Presidents Holiday	SCCOE Closed- Warrants to be picked up days can be picked up the next business day.	
25-Feb	Month 6-CWA Report	Due to District Advisor	
8-Mar	Prior Year Corrections-	Due to District Advisor-Corrections will be applied to Second Principal Apportionment	
14-Mar	Payroll & Retirement Training	Register on AccessPoint*	
14-Mar	Certification of Corrections for 09-10 Audit Findings	Due to District Advisor	
15-Mar	Tentative 2011-2012 District Calendars	Due to District Advisor- Use COE Formatted Blank Attendance calendar for attendance month format located on Access Point.	
15-Mar	Charter School 2nd Interim (Jan 31st)	Charter school 2nd interim due to chartering authority and COE	47604.33(a) (3)
17-Mar	2nd Interim (January 31)	COE 2nd interim due to SSPI	1240(l)(1)(A) and (B)
		District 2nd interim due to COE (also to SSPI and State Controller if qualified or negative)	42131(a)(1) and (2)
25-Mar	Month 7-CWA Report	Due to District Advisor	
4-Apr	Revenue Limit Data Collection P2 Second Principal current Year	Due to District Advisor- Signed with Certification Letter	
16-Apr	2nd Interim Status Report	COE must notify SSPI and State Controller of district 2nd interim certifications	42131(c)
	District Qualified/ Negative Interims	COE must report to SSPI and State Controller on district qualified or negative 2nd interims	42131(a)(2)
22-Apr	Month 8-CWA Report	Due to District Advisor	
22-Apr	P2 ADA Report- Class Size Penalties, Gate, ROCP	Due to District Advisor- Cumulative ADA starting the first day of school through a full attendance month ending on or before April 15th (Months 1-7,8)	
22-Apr	P2 ADA Report EIA Data (English Learners pupil count for newly operational charters only)	Due to District Advisor-Cumulative ADA starting the first day of school through a full attendance month ending on or before April 15th. (Months 1-7 or 8)	
29-Apr	2010-11 J7-CSR Report	Due to District Advisor- Average daily enrollment starting the first day of school through April 15th	
3-May	DBAS Fiscal Year End Closing	Register on AccessPoint*	
14-May	Revenue Limit Data Collection Budget Estimate	Due to District Advisor	
15-May	Audit Status Report	COE must certify to SSPI and State Controller that LEA prior year audits were reviewed and must identify attendance-related exceptions or exceptions involving state funds	41020(k)
20-May	Month9-CWA Report	Due to District Advisor	
May 30	Holiday	SCCOE Closed- Warrants to be picked up can be picked up the next business day.	
17-Jun	Month10-CWA Report	Due to District Advisor	
1-Jun	6/30 Projection	June 30 projection as of April 30 due to COE, SSPI, and State Controller if district or county had qualified or negative 2nd interim	1240.2, 42131(e)
29-Jun	Final Board Approved District Calendar	Due to District Advisor- Use COE Formatted Blank Attendance calendar for attendance month format.	
29-Jun	Deadline: Cash Receipt Cut Off	Fiscal Year 10-11 Deadline**	
30-Jun	Deadline: Canceling AP Warrants	Fiscal Year 10-11 Deadline** 3:00pm	
30-Jun	Deadline: Last AP Batch	Fiscal Year 10-11 Deadline** 5:00pm	
30-Jun	Month11-CWA Report	Due to District Advisor	
1-Jul	P-Annual Report	Due to District Advisor- Cumulative ADA starting the first day of school through a full attendance month ending on or before June 30th	
1-Jul	EIA (Economically Disadvantaged Pupil Data)	Due to District Advisor- Include with P1 Report. For new and existing charter schools.	
1-Jul	Budget	COE budget due to SSPI	1622(a)
		District budget due to COE	42127(a)(2)
		Charter school budget due to chartering authority and COE	47604.33(a)(1)

\* Register on AccessPoint: <https://accesspoint.scco.org>

\*\* Preliminary Dates