



## 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: 11-065

Date: June 28, 2011

To: District Fiscal Directors & Charter School Administrators

From: Cathy McKim

Re: **Reminder:** Employer Directive 2010-03 Charter School Reporting

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The purpose of this directive is to **remind Chartering authorities of the required change** to the reporting of Monthly Reports of Retirement Contributions (F-496 files). This requirement is fully compliant with Chapter 3 of Part 26.8 of the Education Code, which mandates reporting of contributions in a format conforming to the requirements of CalSTRS.

CalSTRS requires charter schools that were operating on July 1, 2010 or later and does not use the payroll system of the chartering authority, to report their contributions under a unique report unit code. In addition, this serves as a reminder to chartering authorities of their responsibility to ensure the integrity of the data and compliance with all reports required for each charter school under their authority.

We have been collecting resolutions and assigning the unique STRS identifiers since May of 2010 and will continue to work with the Technology Services Branch to find a solution for districts that will meet the STRS requirements as well as the needs of the districts.

Please note that all Direct Funded Charter Schools who currently submit their data in the same file as their Fiscally Accountable district's retirement data, will need to submit their data independent of that district's file. We will provide more information as it becomes available.

#### **Immediate actions that is needed from the Districts:**

Direct Funded Charter schools operating on July 1, 2010 or later, and are not uniquely identified on the Monthly Reports of Retirement Contributions (F-496 files) submitted to CalSTRS by the COE must do the following:

- If the contributions are to be deducted on a pre-tax basis, complete an *Employer Paid Member Contributions Resolution*, to allow CalSTRS to accept contributions on a tax deferred basis. The Resolution must be adopted by the school's governing board.
- Submit the Resolution to the COE.
- Contact the COE to be assigned a report unit code.
- The COE submits the Resolution and the report unit code to CalSTRS.

I have attached the original communication as well as a sample resolution for your review. Please share this information as deemed appropriate.

*Approved by: Nimrat Johal- Director-District Business & Advisory Services*

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