



District Business & Advisory Services

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

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

Bulletin: 11-067

Date: June 29, 2011

To: District Fiscal Directors

From: Cathy McKim

Re: SCCOE Fiscal Year End Closing Deadlines

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As previously communicated, please be reminded of the Fiscal Year End Closing Deadlines below:

| Date      | Time                          | Transaction  |
|-----------|-------------------------------|--|
| 6/29/2011 | 11:00 AM                      | On-Line Cash Deposits and Affidavits Of Deposit to COE FY 10/11  |
| 6/29/2011 |                               | Last Day For Deposits to be Made at Bank Of America              |
| 6/29/2011 | 5:00 PM                       | Last CSAR Invoices and Receipts for FY 10/11                     |
| 6/30/2011 | 3:00 PM                       | On-Line Accounts Payable Cancels for FY 10/11                    |
| 6/30/2011 | 5:00 PM                       | Last Accounts Payable Batch for FY 10/11                         |
| 6/30/2011 | 5:00PM                        | Board Approved District Calendars to DBAS-Advisor (MC252)        |
| 7/01/2011 | 10:00 AM                      | Last Accounts Payable Warrant Pick Up for FY 10/11               |
| 7/01/2011 | 3:00 PM                       | First Accounts Payable Batch for FY 11/12                        |
| 7/01/2011 | 5:00 PM                       | Approved Budgets to DBAS- Advisor (MC 252)                       |
| 7/04/2011 | <b>SCCOE Closed - Holiday</b> |  |
| 7/05/2011 | 10:00 AM                      | First Accounts Payable Warrant Pick Up for FY 11/12              |
| 7/15/2011 | 5:00 PM                       | Last Cash Transfers Between SACS Funds FY 10/11 (Dated 6/30/11)  |
| 8/19/2011 | 5:00 PM                       | Last Journal Entries for FY 10/11 (Dated 6/30/11)                |
| 8/19/2011 | 5:00 PM                       | FY 10/11 Cut Off**   |
| 8/26/2011 | 5:00 PM                       | FY 10/11 Financial Reports to Districts                          |
| 9/15/2011 | 5:00 PM                       | Unaudited Actual Reports are Due to the SCCOE (Soft & Hard Copy) |
| 9/15/2011 | 5:00 PM                       | Gann Limit Resolution Due to the SCCOE                           |

*\*\* If Districts need more time to close books and keep QSS system open for FY 10/11, contact Jan Howard in the Technology Services Branch at (408) 453-6727.*

Please share this information as deemed appropriate.