



Santa Clara County Office of Education

Charles Weis, Ph.D.  
County Superintendent of Schools

# Informational Bulletin

For Santa Clara County Districts

## District Business & Advisory Services

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

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

Bulletin: 12-010

Date: July 12, 2011

To: District Fiscal Directors

From: Cathy McKim

Re: Consolidated Calendar for 2011-12 Key Deadlines

---

Please find the attached consolidated calendar for 2011-12. This document was created based on district feedback and suggestions. We will be update this calendar and notify you whenever an additional deadlines have been added.

The most current calendar will always be located on our website on the Resources for Fiscal Administrators/Document and Forms page of the SCCOE website at <http://www.sccoe.org/depts/dbas/portal/docs.asp>

Note: The **(bolded) Yellow Highlighted** items are District specific deadlines.

Please share this information as deemed appropriate.

DATE DUE*	ITEM	DESCRIPTION	EDUCATION CODE
1-Jul	Budget	District adopts budget and files with COE	42127(a)(2)
		Charter school budget due to chartering authority and COE	47604.33(a)(1)
1-Jul	P-Annual	P-Annual Data Due from Districts to COE- Cumulative ADA starting the first day of school through a full attendance month*****	41601
1-Jul	Calendars	Board Approved Calendars for Next FY Due to COE. (Charters included)	
4-Jul	Independence Day	SCCOE Closed	
8-Jul	Lottery	3rd Quarter Lottery Expected from Treasurer	
8-Jul	Data Collection	Data Collection Letter sent from COE to Districts for Projected Annual AP/AR Rev Limit Calculations	
15-Jul	P-Annual	All Local Educational Agency (LEA) 2010-11 Annual attendance data to CDE	
15-Jul	Last interfund Cash Transfers for FY 10-11	This is the last day that transactions will be sent to the Treasurer for fiscal year 10-11. All entries moving cash between funds must be processed via Due to- Due-from transactions	
20-Jul	Adv. Apportionments	Certification of the 2011-12 Advance Apportionment for school districts, COEs, and continuing charter schools available from CDE website	PER CDE Website Calendar
21-Jul	Data Collecton	Data Collection: Due to COE from Districts for Projected Annual AP/AR Rev Limit Calculations	
29-Jul	11-12 PENSC	2011-12 PENSEC for New and Significantly Expanding Charter Schools(adding a grade level or some other qualifying event) Data & Signed Certifications Due to CDE by LEA	
4-Aug	Revenue Limit Calc Due to Districts from COE	Revenue Limit Calc Due to Districts from COE- Projected Annual AP/AR Rev Limit Calculations	
9-Aug	DBAS Deadline	Last Day for DBAS to post to Districts 10-11 Books- DBAS will finalize all 10-11 transaction postings	
9-Sep	Data Collection	Data Collection Letter and Cert form sent from COE to Districts- Annual Prior Year Certification	
15-Aug	Budget	COE approves, conditionally approves, or disapproves district budgets	42127(d)
19-Aug	FY 10-11 Cutoff	FY 10-11 Cut off for district transactions through the QSS System	
26-Aug	FY10-11 QSS Reports	COE sends 10-11 Final QSS Reports to Districts	
5-Sep	Labor Day	SCCOE Closed	
15-Sep	Unaudited Actual Data, including Gann, to COE	District unaudited actual data, including Gann***, due to COE Charter school unaudited actual data due to chartering authority and COE	42100(a), GC 7906(f) 47604.33(a)(4)****, 42100(b)
22-Sep	Disapproved Budgets	COE notifies SSPI of district budgets which may be disapproved	42127(f),42127(i)(2)
22-Sep	Data Collection	Data Collection: Letter sent from COE to Districts- Revenue Limit Calculation- First Interim	
Sept- TBD	2011-12 Special Advance Apportionment	Certification of the 2011-12 Special Advance Apportionment, based on PENSEC data for newly operational charter schools and continuing charter schools adding one or more grade levels, available from CDE website	PER CDE Website Calendar
23-Sep	Prior Year P2 Corrections due to COE from Districts	Submit prior year corrections to the CDE that will be applied to 2011-12 First Principal Apportionment via revenue software in "corrected" mode or applicable form	
1-Oct	Data Collection	Data Collection & Signed Cert: Due from Districts to COE- Revenue Limit Calculation: Annual Prior Year Certification	
3-Oct	Prior Year P2 Corrections	COE to Submit prior year corrections to the CDE that will be applied to 2011-12 First Principal Apportionment via revenue software in "corrected" mode or applicable form	PER CDE Website Calendar
7-Oct	Revenue Limit Calc	Revenue Limit Calc Due to Districts from COE-Revenue Limit Calculation: Annual Prior Year Certification	
8-Oct	Disapproved Budgets	COE notifies SSPI of district budgets which have been disapproved or budget committees waived	42127(h)
11-Oct	Data Collection	Data Collection: Due from Districts to COE- Revenue Limit Calculation- First Interim	
14-Oct	CWA – Month 1	"Due to COE 4 weeks after month*****"	N/A
15-Oct	Unaudited Actual Data, including Gann, to SSPI	After reviewing for accuracy, COE transmits district and charter school unaudited actual data, including Gann***, to SSPI	42100, GC 7906(f)
18-Oct	Revenue Limit Calc	Revenue Limit Calc Due to Districts from COE- Revenue Limit Calculation- First Interim	
31-Oct	Budget Adoption Cycle	COE notifies SSPI of district and COE 2012-13 budget adoption cycles (via the unaudited actual software data submission due to SSPI October 15, 2011)	1622(e) 42127(i)
14-Nov	CWA – Month 2	Due to COE 4 weeks after month*****	N/A
15-Nov	2011-12 First Principal Apportionment (P-1)	2011-12 First Principal Apportionment Property Tax estimates available from State Controller's Office	PER CDE Website Calendar
11-Nov	Veterans Day	SCCOE Closed	
17-Nov	Annual Prior Year Cert	Annual Prior Year Cert Due from COE to CDE- Revenue Limit Calculation: Annual Prior Year Certification	
30-Nov	2011-12 First Principal Apportionment (P-1)	P-1 Revenue Limit data and certification for Necessary Small Schools due from LEAs to the CDE	PER CDE Website Calendar
	24-25-Nov	Thanksgiving Holiday- SCCOE Closed	
9-Dec	CWA – Month 3	Due to COE 4 weeks after month*****	N/A
15-Dec**	1st Interim Status Report	District 1st interim due to COE - Data as of 10/31	42131(a)(1) and (2)
15-Dec	1st Interim Status Report	Charter school 1st interim due to chartering authority and COE	47604.33(a)(2)
15-Dec	Audit	District prior year audit due to COE, SSPI, and State Controller	41020(h),
		Charter school prior year audit due to chartering authority, COE, SSPI, and State Controller	47605(m),41020(h)
15-Dec	Warm Body Count	Warm Body Count Due to SCCOE	
Dec. 2011 (Day TBD)	2011-12 Special Advance Apportionment	Certification of the 2011-12 Second Special Advance Apportionment, based on 20 day data for newly operational charter schools and continuing charter schools adding one or more grade levels, available from CDE website	PER CDE Website Calendar

DATE DUE*	ITEM	DESCRIPTION	EDUCATION CODE
<b>Dec-23-26, Dec 30th and Jan 2nd</b>		<b>Winter Holiday- SCCOE Closed</b>	
<b>6-Jan</b>	<b>CWA – Month 4</b>	<b>Due to COE 4 weeks after month*****</b>	<b>N/A</b>
6-Jan	P-1	Cumulative ADA starting the first day of school through a full attendance month*****	41601
7-Jan	Data Collection	Data Collection: Letter sent from COE to Districts- Revenue Limit Calculation- Second Interim	
14-Jan**	1st Interim Status Report	COE reports to SSPI and State Controller on all district 1st interim certifications	42131(a) 2 (c)
<b>16-Jan</b>	<b>Martin Luther King Day</b>	<b>SCCOE Closed</b>	
17-Jan	2011-12 First Principal Apportionment (P-1)	P-1 Due to the CDE by COE- Cumulative ADA starting the first day of school through a full attendance month*****	41601
		Submit funding selection for Necessary Small Schools via the new 2011-12 Principal Apportionment Revenue Software to CDE.	PER CDE Website Calendar
<b>18-Jan</b>	<b>Data Collection</b>	<b>Data Collection: Due from Districts to COE-Revenue Limit Calculation- Second Interim</b>	
28-Jan	Revenue Limit Calc	Revenue Limit Calc Due to Districts from COE- Revenue Limit Calculation- Second Interim	
<b>3-Feb</b>	<b>CWA – Month 5</b>	<b>Due to COE 4 weeks after month*****</b>	<b>N/A</b>
17-Feb	2011-12 First Principal Apportionment (P-1)	Certification of the 2011-12 P-1 available from CDE website	PER CDE Website Calendar
	<b>Feb 20 &amp; 24th</b>	<b>Presidents Holiday- SCCOE Closed</b>	
<b>2-Mar</b>	<b>CWA – Month 6</b>	<b>Due to COE 4 weeks after month*****</b>	<b>N/A</b>
14-Mar	Revenue Limit Calc	Revenue Limit Calculation- Second Principal (P-2)-Data Collection Letter and Cert form sent from COE to Districts	
<b>15-Mar</b>	<b>Second Interim</b>	<b>Charter school 2nd Interim due to chartering authority and COE</b>	<b>47604.33(a)(3)</b>
		<b>District 2nd interim due to COE (COE sends to SSPI and State Controller if qualified or negative)</b>	<b>42131(a)(1) and (2)</b>
15-Mar	Prior Year Audit Findings	Prior Year Audit findings - Corrections to COE- District and Charter Schools are required to submit certification of compliance to COE	
<b>30-Mar</b>	<b>CWA – Month 7</b>	<b>Due to COE 4 weeks after month*****</b>	<b>N/A</b>
4-Apr	Revenue Limit Calc	Revenue Limit Calculation- Second Principal (P-2)-Data Collection Letter and Cert form due from Districts to COE	
15-Apr **	Second Interim	Qualified and Negative 2nd Interims Report- COE reports to SSPI and State Controller on district qualified and negative 2nd interim certifications	42131(a)(2)
		COE reports to SSPI and State Controller on all district 2nd interim certifications	42131(c)
16-Apr	Revenue Limit Calc	Revenue Limit Calculation- Second Principal (P-2)- Due from COE to CDE	PER CDE Website Calendar
<b>23-Apr</b>	<b>CWA – Month 8</b>	<b>Due to COE 4 weeks after month*****</b>	<b>N/A</b>
23-Apr	P-2	<b>P-2 Cumulative ADA starting the first day of school through a full attendance month*****</b>	<b>41601</b>
1-May	P-2	Due From COE to CDE- P-2 Cumulative ADA starting the first day of school through a full attendance month*****	41601
1-May	Revenue Limit Calc	Revenue Limit Calculation- Second Principal (P-2)-Submit funding selection for Necessary Small Schools via the new 2011-12 Principal Apportionment Revenue Software	PER CDE Website Calendar
12-May	Revenue Limit Calc	Revenue Limit Calculation- Second Principal (P-2)- based on certified P-2 ADA Due from COE to Districts	
15-May	Audit Status Report	COE certifies district audits to SSPI and State Controller	41020(k)
<b>28-May</b>	<b>Memorial Day Holiday</b>	<b>SCCOE Closed</b>	
<b>25-May</b>	<b>CWA – Month 9</b>	<b>Due to COE 4 weeks after month*****</b>	<b>N/A</b>
1-Jun	6/30 Projection	June 30 projections for the period ending April 30 due to COE, SSPI, and State Controller if district had a qualified or negative 2nd interim	42131(e)
<b>22-Jun</b>	<b>CWA – Month 10</b>	<b>Due to COE 4 weeks after month*****</b>	<b>N/A</b>
1-Jul	District Calendars	District Board Approved Calendars Due to COE- Charters Included	
1-Jul	Budget	District adopts budget and files with COE	42127(a)(2)
		Charter school budget due to chartering authority and COE	47604.33(a)(1)
1-Jul	P-Annual Data	P-Annual Data Due from Districts to COE- Cumulative ADA starting the first day of school through a full attendance month*****	41601
2-Jul	P-2 Certification Avail.	2011-12 Second Principal Apportionment (P-2)- Certification of the 2011-12 available from CDE website	PER CDE Website Calendar
<b>Legend</b>			
Note: The term, "local educational agency", as used in EC 41020 includes school districts, county offices of education, educational joint powers agencies, and charter schools.			
* Due dates are established in law unless otherwise noted. In accordance with GC 6700, GC 6707, and GC 6803, if the due date falls on a Saturday, Sunday, or holiday, the reporting date			
** Date calculated as prescribed in			
*** Gann filing date administratively			
****EC 42100 reporting will satisfy EC			
*****EC 37201, an attendance month is defined as four Monday through Friday weeks totaling 20 days - including holidays, other non-service days, pupil free days such as staff			
CDE = California Department of			
EC = Education Code			
SSPI = State Superintendent of Public			
GC = Government Code			
COE = County Office of Education			
CWA = County Wide Attendance Reports			