



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: 12-129-**A**

Date: May 16, 2012

To: District Fiscal Directors
District Fiscal Managers

From: Cathy McKim

Re: Revised Year End Close Deadlines for Fiscal Year 2011-12

The purpose of this email is to communicate the deadline extension for Fiscal Year 2011-12, pursuant to the discussion and subsequent agreement during the Fiscal Directors Roundtable on May 10th.

Please share this information as deemed appropriate.

SCCOE - Year End Close Deadlines for Fiscal Year 2011-12 - Revised May 10, 2012

June 2012							June	
S	M	T	W	T	F	S	29	Cash Receipt Cutoff; Last day for 2011-12 Deposits to be made at SCCOE & Bank of America
					1	2	29 3:00 pm	Deadline to Cancel A/P Warrants for FY 11-12
3	4	5	6	7	8	9	29 5:00 pm	Deadline to enter A/P Batches for FY 11-12
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
July 2012							July	
S	M	T	W	T	F	S	2 10:00am	Last A/P Warrant Pick Up for FY 11-12
1	2	3	4	5	6	7	2 5:00 pm	First A/P Batch for FY 12-13
8	9	10	11	12	13	14	4	SCCOE Closed – Holiday
15	16	17	18	19	20	21	5 10:00am	First A/P Warrant Pick up for FY 12-13
22	23	24	25	26	27	28	13 5:00 pm	Last Cash Transfers Between SACS Funds for FY 11-12 (Dated 6/30/12)
29	30	31					31 5:00pm	Cash Balance by Fund, Interest By Fund and Cash Reconciliations provided to Districts
August 2012							August	
S	M	T	W	T	F	S	9 5:00pm	Last Day that SCCOE will post transactions. Exceptions after this date will be clearly communicated to the CFO
			1	2	3	4	17 5:00pm	Distribute B I & R Information to Districts
5	6	7	8	9	10	11	31 5:00 pm	Last District Journal Entries for FY 11-12 Dated 6/30/12 Important Note: (TSB will not be generating Fiscal Year End Reports unless otherwise notified by the district on this date. Contact the TSB Helpdesk at 408-453-6748 or enter a service request via AccessPoint at http://accesspoint.sccoe.org/.
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			
September 2012							September	
S	M	T	W	T	F	S	14 5:00pm	FY 11-12 Financial Reports Distributed to Districts By request only. See Important Note on August 31st.
						1	17 5:00pm	2011-12 Unaudited Actuals (Financial Reports) and DAT Files due to DBAS
2	3	4	5	6	7	8	17 5:00pm	Gann Limit Resolution due to DBAS
9	10	11	12	13	14	15	28 5:00pm	Begin Balances rolled into 12-13 from 11-12 Ending Balances
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30								