



District Business & Advisory Services

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

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

Bulletin: 12-132

Date: May 4, 2012

To: District Fiscal Directors
Charter School Administrators

From: Cathy McKim

Re: Direct Funded Charter School Retirement Reporting-
Update on the COE Portal for STRS (Charter Connect) Submission -
April STRS Retirement Files must be submitted via Charter Connect- Due May 15th

The purpose of this bulletin is to remind all Direct Funded Charter Schools to submit their STRS Retirement files and contributions by the due date and include the STRS generated report signifying that it is error free. The .txt file must be in the format prescribed by CalSTRS, and must be accompanied with the error free File Detail Report from the CalSTRS Secure Employee Website (SEW).

Several Bulletinsⁱ have been distributed to notify the Charter Schools of the changes and the requirements and I have referenced them below for your information. Copies of these documents can be found on the Santa Clara County Office of Education website. (<http://www.sccoe.org/depts/dbas/portal/bulletins.asp>)

While California Education Code (EC) 47611.3ⁱⁱ provides guidance on retirement reporting for Charter Schools, specifically the responsibility and authority for these requirements; we want to make sure that we have provided the support needed to successfully meet the changes required by STRS.

Based on your feedback, we have revised the Charter School Connect portalⁱⁱⁱ to allow you to enter your data easily and extract data to produce a .txt file for uploading to the SEW system. [Since April payroll information is due to the Santa Clara County Office of Education on May 15th](#); and is expected to be submitted through this portal, we have scheduled two separate lab workshops for those of you needing assistance. You will learn what you need to know to create and submit your files directly. Information on these labs is listed below^{iv}. [Please register on line.](#)

Late submissions or failure to remit employee and employer contributions by the stated deadlines can lead to penalties and interest charges, which will be passed along to the responsible Charter School. The submission deadlines for the 2011-12 and 2012-13 fiscal years are listed below.

[Remittance of contributions is due at the same time as the file and reports and can be submitted to:](#)

Santa Clara County Office of Education
District Business & Advisory Services- Attn: Retirement - MC252
1290 Ridder Park Drive San Jose, CA 95131-2304

Please share this information as deemed appropriate.

County Board of Education: Leon F. Beauchman, Michael Chang, Joseph Di Salvo, Julia Hover-Smoot, Grace H. Mah, Craig Mann, Anna Song
1290 Ridder Park Drive, San Jose, CA 95131-2304 (408) 453-6500 www.sccoe.org

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| Fiscally Accountable & Charter School STRS Submission Deadlines | | | | | |
|---|----------------|-----------------------|--------------|----------------|-----------------------|
| 2011-12 | | | 2012-13 | | |
| Report Month | Calendar Month | STRS File Due to DBAS | Report Month | Calendar Month | STRS File Due to DBAS |
| 01 | July | 8/15/2011 | 01 | July | 8/14/2012 |
| 02 | August | 9/16/2011 | 02 | August | 9/14/2012 |
| 03 | September | 10/18/2011 | 03 | September | 10/15/2012 |
| 04 | October | 11/17/2011 | 04 | October | 11/14/2012 |
| 05 | November | 12/14/2011 | 05 | November | 12/14/2012 |
| 06 | December | 1/19/2012 | 06 | December | 1/14/2013 |
| 07 | January | 2/15/2012 | 07 | January | 2/14/2013 |
| 08 | February | 3/15/2012 | 08 | February | 3/14/2013 |
| 09 | March | 4/16/2012 | 09 | March | 4/15/2013 |
| 10 | April | 5/15/2012 | 10 | April | 5/15/2013 |
| 11 | May | 6/15/2012 | 11 | May | 6/14/2013 |
| 12 | June | 7/17/2012 | 12 | June | 7/14/2013 |

ⁱ Bulletin 12-073 Dec 02, 2012 STRS/PERS Retirement Submission for Direct Funded Charter Schools - Update
Bulletin 12-064 Nov 04, 2011 California State Teachers Retirement (STRS) Submission
Bulletin 12-018 July 22, 2011 Retirement Submission Deadlines for Fiscal Year 2011-12
Bulletin 11-065 June 28, 2011 Employer Directive 2010-03 Charter School Reporting (Sample Resolution)

ⁱⁱ Per California Education Code (Ed Code) 47611.3 (a) At the request of a charter school, a school district or county office of education that is the chartering authority of a charter school shall create any reports required by the State Teachers' Retirement System and the Public Employees' Retirement System. The county superintendent of schools, employing agency, or school district that reports to those systems pursuant to Section 23004 of this code or Section 20221 of the Government Code shall submit the required reports on behalf of the charter school. The school district or county office of education may charge the charter school for the actual costs of the reporting services.

(b) As a condition of creating and submitting reports for the State Teachers' Retirement System and the Public Employees Retirement System, the school district or county office of education shall not require a charter school to purchase payroll processing services from the chartering authority. Information submitted on behalf of the charter school to the State Teachers' Retirement System, the Public Employees' Retirement System, or both, shall be in a format conforming to the requirements of those systems.

ⁱⁱⁱ Charter School (STRS) Connect Portal <https://charterschoolconnect.sccoe.org/default.aspx>

^{iv} **Title:** Direct Funded Charter School Retirement Reporting Workshop/Labs

Description: This workshop will provide an overview to submitting retirement files on the SCCOE STRS Connect web portal. After the overview, attendees will be given step-by-step instructions for submission as well as an opportunity for creating their April data files for reporting to CalSTRS.

Date: Thursday, May 10, 2012 **Time:** 1:00-3:00 pm <http://santaclara.k12oms.org/1041-59868>

Date: Friday, May 11, 2012 **Time:** 1:00-3:00 pm <http://santaclara.k12oms.org/1041-59869>

Lab Attendance is limited to 15 persons Registration closes on May 9, 2012 at 3:00 pm

Place: Cisco Lab- 1st Floor- North Building-Ridder Park Drive

Suggested Attendees: Charter School personnel responsible for the reporting of payroll retirement information
Charter School personnel responsible for the technical creation of the required data files