



District Business & Advisory Services

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

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

Bulletin: 12-141

Date: May 22, 2012

To: District Fiscal Directors
District Attendance Managers
Charter School Administrators

From: Cathy McKim

Re: Santa Clara County Summary of Critical Deadlines for Fiscal Year 2012-13

The purpose of this bulletin is to communicate the Critical Fiscal Deadlines for Fiscal Year 2012-13. Be advised that this calendar does not include the Payroll or Retirement submission deadlines.

Please distribute this information within your District as deemed appropriate.

	DATE DUE*	ITEM	DESCRIPTION	EDUCATION CODE
July 2012	1-Jul	Budget	District adopts budget and files with COE Charter adopts budget and files with chartering authority and COE	42127(a)(2) 47604.33(a)(1)
	1-Jul	P-Annual	2011-12 P-Annual Data Due from Districts to COE - Cumulative ADA starting the first day of school through June 30, 2012*****	41601
	1-Jul	Calendars	Board Approved Calendars for Next FY Due to COE. (Charters included)	
	2-Jul	P-2 Certification Avail.	2011-12 Second Principal Apportionment (P-2)- Certification is available from CDE website	PER CDE Website Calendar
	4-Jul	Independence Day	SCCOE Closed	
	9-Jul	Lottery	3rd Quarter Lottery Expected from Treasurer	
	9-Jul	Data Collection	Data Collection Letter sent from COE to Districts for Projected Annual AP/AR Rev Limit Calculations	
	13-Jul	Last Interfund Cash Transfers for FY 11-12	This is the last day that transactions will be sent to the Treasurer for fiscal year 11-12. All entries moving cash between funds after July 13th, must be processed via Due to- Due-from transactions	
	16-Jul	P-Annual	All Local Educational Agency (LEA) 2010-11 Annual attendance data to CDE	
	20-Jul	Adv. Apportionments	Certification of the 2012-13 Advance Apportionment for school districts, COEs, and continuing charter schools available from CDE website	PER CDE Website Calendar
	23-Jul	Data Collecton	Data Collection: Due to COE from Districts for Projected Annual AP/AR Rev Limit Calculations	
30-Jul	12-13 PENSC	2012-13 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		
August 2012	6-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 11-12 Books- DBAS will finalize all 11-12 transaction postings- Notify TSB if you require reports generated by Operations Department	
	15-Aug	Budget	COE approves, conditionally approves, or disapproves district budgets	42127(d)
September 2012	3-Sep	Labor Day	SCCOE Closed	
	10-Sep	Data Collection	Data Collection Letter and Cert form sent from COE to Districts- Annual Prior Year Certification	
	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)
	21-Sep	Data Collection	Data Collection: Letter sent from COE to Districts- Revenue Limit Calculation- First Interim	
	22-Sep	Disapproved Budgets	COE notifies SSPI of district budgets which may be disapproved	42127(f),42127(i)(2)
	Sept- TBD	2012-13 Special Advance Apportionment	Certification of the 2012-13 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 2012-13 First Principal Apportionment via revenue software in "corrected" mode or applicable form	
October 2012	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 2012-13 First Principal Apportionment via revenue software in "corrected" mode or applicable form	PER CDE Website Calendar
	8-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)
	12-Oct	Data Collection	Data Collection: Due from Districts to COE- Revenue Limit Calculation- First Interim	
	12-Oct	CWA – Month 1	Due to COE 4 weeks after month*****	
	12-Oct	Warm Body Count	Warm Body Count Due to SCCOE	
	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)	
November 2012	14-Nov	CWA – Month 2	Due to COE 4 weeks after month*****	
	15-Nov	2012-13 First Principal Apportionment (P-1)	2012-13 First Principal Apportionment Property Tax estimates available from State Controller's Office	PER CDE Website Calendar
	12-Nov	Veterans Day	SCCOE Closed	
	16-Nov	Annual Prior Year Cert	Annual Prior Year Cert Due from COE to CDE- Revenue Limit Calculation: Annual Prior Year Certification	
	30-Nov	2012-13 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
		22-23-Nov		Thanksgiving Holiday- SCCOE Closed

	DATE DUE*	ITEM	DESCRIPTION	EDUCATION CODE	
December 2012	7-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)	
	Dec. 2012 (Day TBD)	2012-13 Special Advance Apportionment	Certification of the 2012-13 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 CDF website	PER CDE Website Calendar	
Dec-24th, 25th and 31st			Winter Holiday- SCCOE Closed		
January 2013	January 1st			New Years Day- SCCOE Closed	
	4-Jan	CWA – Month 4	Due to COE 4 weeks after month*****	N/A	
	7-Jan	P-1	Cumulative ADA starting the first day of school through full attendance month ending by December 31, 2012*****	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)	
	17-Jan	2012-13 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***** Submit funding selection for Necessary Small Schools via the new 2012-13 Principal Apportionment Revenue Software to CDE.	41601 PER CDE Website Calendar	
	21-Jan	Data Collection	Data Collection: Due from Districts to COE-Revenue Limit Calculation- Second Interim		
	21-Jan	Martin Luther King Day	SCCOE Closed		
	28-Jan	Revenue Limit Calc	Revenue Limit Calc Due to Districts from COE- Revenue Limit Calculation- Second Interim		
February 2013	1-Feb	CWA – Month 5	Due to COE 4 weeks after month*****	N/A	
	18-Feb	2012-13 First Principal Apportionment (P-1)	Certification of the 2012-13 P-1 available from CDE website	PER CDE Website Calendar	
	Feb 18th & 19th			President's Day - SCCOE Closed	
March 2013	1-Mar	CWA – Month 6	Due to COE 4 weeks after month*****	N/A	
	15-Mar	Revenue Limit Calc	Revenue Limit Calculation- Second Principal (P-2)-Data Collection Letter and Cert form sent from COE to Districts		
	15-Mar	Second Interim	Charter school 2nd Interim due to chartering authority and COE District 2nd interim due to COE (COE sends to SSPI and State Controller if qualified or negative)	47604.33(a)(3) 42131(a)(1) and (2)	
	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		
	29-Mar	CWA – Month 7	Due to COE 4 weeks after month*****	N/A	
April 2013	5-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 COE reports to SSPI and State Controller on all district 2nd interim certifications	42131(a)(2) 42131(c)	
	15-Apr	Revenue Limit Calc	Revenue Limit Calculation- Second Principal (P-2)- Due from COE to CDE	PER CDE Website Calendar	
	19-Apr	CWA – Month 8	Due to COE 4 weeks after month*****	N/A	
	22-Apr	P-2	Cumulative ADA starting the first day of school through full attendance month ending by April 15, 2013*****	41601	
May 2013	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)	
	27-May	Memorial Day Holiday	SCCOE Closed		
	24-May	CWA – Month 9	Due to COE 4 weeks after month*****	N/A	
June 2013	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)	
	21-Jun	CWA – Month 10	Due to COE 4 weeks after month*****	N/A	

	DATE DUE*	ITEM	DESCRIPTION	EDUCATION CODE
Legend				
Note: The term, "local educational agency", as used in <i>EC</i> 41020 includes school districts, county offices of education and educational joint powers agencies.				
* 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,				
** Date calculated as prescribed in law.				
*** Gann filing date administratively determined by CDE.				
**** <i>EC</i> 42100 reporting will satisfy <i>EC</i> 47604.33 requirement.				
***** <i>EC</i> 37201, an attendance month is defined as four Monday through Friday weeks totaling 20 days - including holidays, other non-service days, pupil free days				
		CDE = California Department of	<i>EC</i> = Education Code	
		SSPI = State Superintendent of Public Instruction	<i>GC</i> = Government Code	
		COE = County Office of Education	CWA = County Wide Attendance Reports	