



## District Business & Advisory Services

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

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

Bulletin: 12-155

Date: June 26, 2012

To: Charter School Administrators  
District Fiscal Directors

From: Joyce Shen, District Business Advisor

Re: Notice of Charter School Apportionment Payment Process Change

---

The purpose of this bulletin is to notify you that we will be changing the method in which apportionment payments are made to Direct Funded Charter Schools.

Currently, apportionments for Direct Funded Charter Schools are processed through the Accounts Payable application in the QSS Business System, by where a warrant is generated and delivered via the United States Postal System. We understand that this is not the most efficient process, especially, in a time when cash flow is limited; and we have been working with the County Treasurer and the Bank of America to find a better solution.

In contrast, School Districts and Locally Funded Charter Schools within Santa Clara County, receive their apportionment payments immediately after electronic cash transfers are processed by our District Business & Advisory Services Department. (DBAS)

To better serve the needs of our Direct Funded Charter Schools, we have begun the process to electronically deliver your apportionment payments via an Automated Clearing House (ACH) transaction. An ACH transaction is an electronic network for financial transactions in the United States that will shorten the transit time of the apportionment payments and enable cash to be available to your school within 24 hours after ACH payments have been initiated by DBAS.

To provide this service, we have established ACH Accounts for each Direct Funded Charter School at Bank of America in the CashPro Online Banking system and plan to implement the initial transaction when we receive the first apportionment payment of the 2012-13 Fiscal Year.

Please note that there will be no change in the current process for Locally Funded Charter Schools. Their apportionments will continue to be transferred to their Authorizing Districts via electronic cash transfers.

*Please share this information as deemed appropriate.*