



## District Business & Advisory Services

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

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

Bulletin: 13-001

Date: July 2, 2012

To: District Fiscal Directors

From: Ann Redd, Advisor- District Business & Advisory Services

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

---

This purpose of this e-mail is to remind you of the Santa Clara County Office of Education's Year End Close Deadlines for Fiscal Year 2011-12.

This bulletin replaces the previous Bulletin #12-147 dated June 13, 2012. Please note the additional item added to the calendar:

July 3, 2012 10:00am First A/P Warrant Pick up for FY 12-13

*Please distribute this memo within your District as deemed appropriate.*

**SCCOE 2011-12 Fiscal Year End Close Calendar**

<p style="text-align: center;"><b>June 2012</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td style="background-color: yellow;">29</td> <td>30</td> </tr> </tbody> </table>							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p><b>June</b></p> <p>29 Cash Receipt Cutoff; Last day for 2011-12 Deposits to be made at SCCOE &amp; Bank of America</p> <p>29 3:00 pm Deadline to Cancel A/P Warrants for FY 11-12</p> <p>29 5:00 pm Deadline to enter A/P Batches for FY 11-12</p>							
S	M	T	W	T	F	S																																																		
					1	2																																																		
3	4	5	6	7	8	9																																																		
10	11	12	13	14	15	16																																																		
17	18	19	20	21	22	23																																																		
24	25	26	27	28	29	30																																																		
<p style="text-align: center;"><b>July 2012</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td style="background-color: yellow;">2</td> <td style="background-color: yellow;">3</td> <td style="background-color: yellow;">4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td style="background-color: yellow;">13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td style="background-color: yellow;">31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>July</b></p> <p style="background-color: yellow;">2 10:00am Last A/P Warrant Pick Up for FY 11-12</p> <p style="background-color: yellow;">2 5:00 pm First A/P Batch for FY 12-13</p> <p style="background-color: yellow;">3 10:00am First A/P Warrant Pick up for FY 12-13</p> <p style="background-color: yellow;">4 SCCOE Closed – Holiday</p> <p style="background-color: yellow;">13 5:00 pm Last Cash Transfers Between SACS Funds for FY 11-12 (Dated 6/30/12)</p> <p style="background-color: yellow;">31 5:00pm Cash Balance by Fund, Interest By Fund and Cash Reconciliations provided to Districts</p>							
S	M	T	W	T	F	S																																																		
1	2	3	4	5	6	7																																																		
8	9	10	11	12	13	14																																																		
15	16	17	18	19	20	21																																																		
22	23	24	25	26	27	28																																																		
29	30	31																																																						
<p style="text-align: center;"><b>August 2012</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td style="background-color: yellow;">9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td style="background-color: yellow;">17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td style="background-color: yellow;">31</td> <td></td> </tr> </tbody> </table>							S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>August</b></p> <p>9 5:00pm Last Day that SCCOE will post transactions. Exceptions after this date will be clearly communicated to the CFO</p> <p>17 5:00pm Distribute B I &amp; R Information to Districts</p> <p>31 5:00pm Last District Journal Entries for FY 11-12 (Dated 6/30/12).</p> <p style="text-align: center;"><b>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 <a href="http://accesspoint.scco.org/">http://accesspoint.scco.org/</a>.)</b></p>							
S	M	T	W	T	F	S																																																		
			1	2	3	4																																																		
5	6	7	8	9	10	11																																																		
12	13	14	15	16	17	18																																																		
19	20	21	22	23	24	25																																																		
26	27	28	29	30	31																																																			
<p style="text-align: center;"><b>September 2012</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td style="background-color: yellow;">14</td> <td>15</td> </tr> <tr> <td>16</td> <td style="background-color: yellow;">17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td style="background-color: yellow;">28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p><b>September</b></p> <p>14 5:00pm FY 11-12 Financial Reports Distributed to Districts <b>By request only. See important Note on August 31<sup>st</sup>.</b></p> <p>17 5:00pm 2011-12 Unaudited Actuals (Financial Reports) and DAT Files due to DBAS</p> <p>17 5:00pm Gann Limit Resolution due to DBAS</p> <p>28 5:00pm Beginning Balances rolled into 12-13 from 11-12 Ending Balances</p>
S	M	T	W	T	F	S																																																		
						1																																																		
2	3	4	5	6	7	8																																																		
9	10	11	12	13	14	15																																																		
16	17	18	19	20	21	22																																																		
23	24	25	26	27	28	29																																																		
30																																																								