

District Business & Advisory Services

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

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

Bulletin: 13-008

Date: July 11, 2012

To: District Fiscal Directors

From: Ann Redd-Oyedele – Advisor - District Business & Advisory Services

Re: Fiscal Year End Deadline Change - July 12, 2012- Please Read

The purpose of this bulletin is to communicate an important change to the 2011-12 Fiscal Year End Calendar.

We have just been informed by the County Controller's Office that the final date to process Cash Transfers (TF transactions) that move cash between funds has been changed to tomorrow, **Thursday, July 12, 2012 at 5:00 p.m.** Per our Informational Bulletin 13-001ⁱⁱ dated July 2nd, the original cutoff date listed was Friday, July 13, 2012 at 5:00 p.m.

The Controller apologizes and explains that the change in the timeline is required due to their system limitations and that regrettably; this change is needed to allow the Controller sufficient time to process all Fiscal Year 2011-12 transactions and make corrections, if necessary.

Be advised that all Cash Transfers between funds made after July 12th for Fiscal Year 2011-12 must be set up as due to/due from entries.

We regret any inconvenience this causes.

Please distribute this memo within your District as deemed appropriate.

SCCOE 2011-12 Fiscal Year End Close Calendar

Updated 7/11/12

June 2012							<p>June</p> <p>29 Cash Receipt Cutoff; Last day for 2011-12 Deposits to be made at SCCOE & 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	
July 2012							<p>July</p> <p>2 10:00am Last A/P Warrant Pick Up for FY 11-12</p> <p>2 5:00 pm First A/P Batch for FY 12-13</p> <p>3 10:00am First A/P Warrant Pick up for FY 12-13</p> <p>4 SCCOE Closed – Holiday</p> <p>12 5:00 pm Last Cash Transfers Between SACS Funds for FY 11-12 (Dated 6/30/12)</p> <p>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					
August 2012							
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		
September 2012							<p>September</p> <p>14 5:00pm FY 11-12 Financial Reports Distributed to Districts <i>By request only. See important Note on August 31st.</i></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							

ⁱ It is appropriate to continue to process *all Cash Transfers within the same fund* until you have closed your 2011-12 general ledgers.

ⁱⁱ Informational Bulletin 13-001 is located on <http://www.sccoe.org/docs/DBASBulletins/13-001%202011-12%20Fiscal%20Year%20End%20Close%20Calendar.pdf>