

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

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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 13-001 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

Bulletin: 13-008

Updated 7/11/12

Updated 7/11/12										
June 2012								June		
S	М	Т	W	Т	F 1	S 2	29	•	Cash Receipt Cutoff; Last day for 2011-12 Deposits to be made at SCCOE & Bank of America	
3	4	5	6	7	8	9	29	3:00 pm	Deadline to Cancel A/P Warrants for FY 11-12	
10	11	12	13	14	15	16	29	5:00 pm	Deadline to enter A/P Batches for FY 11-12	
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				
							Ju	ly		
July 2012							2	10:00am	Last A/P Warrant Pick Up for FY 11-12	
S	М	Т	W	Т	F	S	2	5:00 pm	First A/P Batch for FY 12-13	
1	<mark>2</mark>	<mark>3</mark>	<mark>4</mark>	5	6	7	3	10:00am	First A/P Warrant Pick up for FY 12-13	
8	9	10	11	<mark>12</mark>	13	14	4		SCCOE Closed – Holiday	
15	16	17	18	19	20	21	12	5:00 pm	Last Cash Transfers Between SACS Funds for FY 11-12 (Dated 6/30/12)	
22	23	24	25	26	27	28	31	5:00pm	Cash Balance by Fund, Interest By Fund and Cash Reconciliations provided to Districts	
29	30	<mark>31</mark>							Cash Reconciliations provided to districts	
August 2012							Αι 9	August 9 5:00pm	Last Day that SCCOE will post transactions.	
S	М	Т	W	Т	F	S	9	3.00pm	Exceptions after this date will be clearly communicated to the CFO	
			1	2	3	4	17	5:00pm	Distribute B I & R Information to Districts	
5	6	7	8	9	10	11	31	5:00pm	Last District Journal Entries for FY 11-12 (Dated 6/30/12).	
12	13	14	15	16	<mark>17</mark>	18				
19	20	21	22	23	24	25		<u>Important Note:</u> (TSB will not be generating Fiscal Year End Reports unless otherwise notified by the district on this date. Contact the TSB Helpdesk at		
26	27	28	29	30	<mark>31</mark>				r <u>http://accesspoint.sccoe.org</u> /.	
September 2012							Se	ptember		
S	М	Т	W	Т	F	S	14	5:00pm	FY 11-12 Financial Reports Distributed to Districts	
	1	-	+-		+-	1			By request only. See important Note on August 31st.	
9	10	11	5 12			8 15	17	5:00pm	2011-12 Unaudited Actuals (Financial Reports) and	
									DAT Files due to DBAS	
16	17 12						17		Gann Limit Resolution due to DBAS	
30	24	25	26	27	' <mark>28</mark>	29	28	5:00pm	Beginning Balances rolled into 12-13 from 11-12 Ending Balances	
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