



**Santa Clara County Office of Education**

Xavier De La Torre, Ed.D.  
County Superintendent of Schools

*For Santa Clara County Districts*

## District Business & Advisory Services

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

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

Bulletin: 13-024

Date: August 31, 2012

To: District Fiscal Directors  
Charter School Administrators

From: Ann Redd-Oyedele - Advisor, DBAS

Re: Consolidated Calendar for September thru December 2012

The purpose of this bulletin is to communicate upcoming fiscal deadlines for September through December, 2012. For your convenience, calendar deadlines are listed in two formats on the following pages.

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

### September 2012

DATE DUE	ITEM	DESCRIPTION	EDUCATION CODE
<b>3-Sep</b>	<b>Labor Day SCCOE Closed</b>		
10-Sep	Data Collection	Data Collection Letter and Cert form sent from SCCOE to Districts- Annual Prior Year Certification	
17-Sep	Unaudited Actual Data, including Gann, to SCCOE	District unaudited actual data, including Gann***, due to SCCOE	42100(a), GC 7906(f)
		Charter school unaudited actual data due to chartering authority and SCCOE	47604.33(a)(4)****, 42100(b)
21-Sep	Data Collection	Data Collection: Letter sent from SCCOE to Districts- Revenue Limit Calculation- First Interim	
24-Sep	Disapproved Budgets	SCCOE notifies SSPI of district budgets which may be disapproved	42127(f),42127(i)(2)
24-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**

DATE DUE	ITEM	DESCRIPTION	EDUCATION CODE
1-Oct	Data Collection	Data Collection & Signed Cert: Due from Districts to SCCOE- Revenue Limit Calculation: Annual Prior Year Certification	
	New Mandate Block Grant (MBG)	A completed letter of intent to participate in the MBG must be submitted to CDE by October 1, 2012 to receive 12-13 Funding	
3-Oct	Prior Year P2 Corrections	SCCOE 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 SCCOE-Revenue Limit Calculation: Annual Prior Year Certification	
	Disapproved Budgets	SCCOE 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 SCCOE- Revenue Limit Calculation-First Interim	
	CWA – Month 1	"Due to SCCOE 4 weeks after month*****"	N/A
15-Oct	Unaudited Actual Data, including Gann, to SSPI	After reviewing for accuracy, SCCOE 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 SCCOE-Revenue Limit Calculation-First Interim	

**November 2012**

DATE DUE	ITEM	DESCRIPTION	EDUCATION CODE
<b>12-Nov</b>	<b>Veterans Day SCCOE Closed</b>		
14-Nov	CWA – Month 2	Due to SCCOE 4 weeks after month*****	N/A
15-Nov	2012-13 First (P1) Principal Apportion.	2012-13 First Principal Apportionment Property Tax estimates available from State Controller's Office	PER CDE Website Calendar
16-Nov	Annual Prior Year Cert	Annual Prior Year Cert Due from SCCOE to CDE- Revenue Limit Calculation: Annual Prior Year Certification	
<b>22-23 Nov</b>	<b>Thanksgiving Holiday SCCOE Closed</b>		
30-Nov	2012-13 First (P1) Principal Apportion.	P-1 Revenue Limit data and certification for Necessary Small Schools due from LEAs to the CDE	PER CDE Website Calendar

**December 2012**

DATE DUE	ITEM	DESCRIPTION	EDUCATION CODE
7-Dec	CWA – Month 3	Due to COE 4 weeks after month*****	N/A
17-Dec	First Interim (Oct 31)	District First Interim due to SCCOE (SCCOE sends to SSPI and State Controller if qualified or negative)	42131(a)(1) and (2)
		Charter School First Interim Due to Chartering Authority and SCCOE	47604.33(a)(2)
	Audit	District prior year audit due to SCCOE, SSPI, and State Controller	41020(h),
		Charter school prior year audit due to chartering authority, SCCOE, SSPI, and State Controller	47605(m),41020(h)
	Warm Body Count	Warm Body Count Due to SCCOE	
Dec. 2012 (Day TBD)	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 CDE website	PER CDE Website Calendar
<b>Dec-24-25, Dec 31st and Jan 1st</b>	<b>Winter Holiday-SCCOE Closed</b>		

**September through December 2012**

September 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						

  

October 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			

  

November 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	

  

December 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	1				

**September**

- 3 Labor Day - SCCOE**
- 10 5:00pm Data Collection Letter and Cert form sent to Districts from SCCOE – Annual Prior Year Certification
- 17 5:00pm District unaudited actual data, including Gann due to SCCOE Charter school unaudited actual data due to chartering authority and COE
- 21 5:00pm Data Collection : Letter sent to Districts from SCCOE - Revenue Limit Calculation – First Interim
- 24 5:00pm SCCOE notifies SSPI of district budgets which may be Disapproved
- 24 5:00pm Prior Year P-2 Corrections due to SCCOE from Districts

**October**

- 1 5:00pm Data Collection & Signed Certification due from Districts to SCCOE- Revenue Limit Calculations: Annual Prior Year Certification
- 1 5:00pm A completed letter of intent to participate in the Mandate Block Grant must be submitted to CDE by October 1, 2012 to receive 12-13 Funding
- 3 SCCOE to submit prior year corrections to the CDE that will be applied to the 2012-13 First Principal Apportionment via revenue software in “corrected” mode or applicable form.
- 8 5:00pm Revenue Limit Calculation due to Districts from SCCOE –Annual Prior Year Certification
- 8 5:00pm SCCOE notifies SSPI of District Budgets which have been disapproved or budget committees waived
- 12 5:00pm Data Collection Due from Districts to SCCOE – Revenue Limit Calculation– First Interim
- 12 5:00pm CWA-Month 1 due to SCCOE
- 15 5:00pm 2011-12 Unaudited Actual Data transmitted by SCCOE to CDE- Including Gann
- 18 5:00pm Revenue Limit Calc due to Districts from SCCOE— First Interim

**November**

- 12 SCCOE Closed – Veterans Day**
- 14 5:00pm CWA Month 2 due to SCCOE
- 15 2012-13 First Principal Apportionment (P-1) Property Tax estimates available from the State Controller’s Office
- 16 5:00pm Annual Prior Year Certification due from SCCOE to CDE–Annual Prior Year Cert
- 22-23 SCCOE Closed – Thanksgiving Holiday**
- 30 5:00pm P-1 Revenue Limit data and certification for Necessary Small Schools due from LEA to the CDE

**December**

- 7 5:00pm CWA-Month 3 due to the SCCOE
- 17 5:00pm District First Interim and DAT file due to SCCOE
- 17 5:00pm Charter School First Interim due to Chartering Authority and SCCOE
- 17 5:00pm District prior year audit due to SCCOE, SSPI and State Controller
- 17 5:00pm Charter School prior year audit due to Chartering Authority, SCCOE, SSPI and State Controller
- 17 5:00pm Warm Body Count due to SCCOE
- TBD 2012-13 Special Advance Apportionment, based on PENSEC data for newly operational charter schools and continuing charter schools adding one more grade levels, available from CDE Website
- 24-25, 31st SCCOE Closed – Winter Holiday & Jan 1st**