



**District Business & Advisory Services**

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Bulletin: 13-039

Date: October 25, 2012

To: District Fiscal Directors  
Charter School Administrators

From: Joyce Shen, Advisor, District Business & Advisory Services

Re: CalSTRS Retirement Reporting for Fiscally Accountable and Charter Schools- Important Notice

The purpose of this bulletin is to notify Direct Funded Charter Schools and Independent or Fiscally Accountable Districts who do not process payroll on the SCCOE QSS Business System, of a change to the file submission process to the California State Retirement System (CalSTRS).

As you are aware, CalSTRS began assessing penalties and interest for any data submitted incorrectly on or after July 1<sup>st</sup>. Since the districts that are online with the Santa Clara County Office of Education (SCCOE) QSS Business System have been utilizing the Secure Employer Web portal (SEW) to process a pre-payroll (F496) audit that provides the opportunity for correction prior to submission, we have been able to develop a multi-file transmission process that will allow us to submit their retirement information within five business days of their end and tenth of the month payrolls and limit the opportunities for penalties and interest.

Be advised that beginning October 31<sup>st</sup> 2012, retirement files for Direct Funded Charters and for Independent or Fiscally Accountable Districts will be reported separate from the files submitted on behalf of the online dependent districts. If your files are not error free or are submitted late, we will return your file for correction and submit your information when you have supplied an error free file. Delays in resubmitting your information can result in penalties and interest for your entity. Payments for contributions are due on or before the due date to ensure the timely processing of retirement files.

Please Note: Per our Memorandum of Understanding (MOU), Direct Funded Charter Schools will be charged an additional fee of \$125 for each file that is submitted with errors.

2012-13 Due Dates						
Report Month	Calendar Month	STRS File Due to DBAS		Report Month	Calendar Month	STRS File Due to DBAS
04	October	11/14/2012		09	March	4/14/2013
05	November	12/14/2012		10	April	5/14/2013
06	December	1/14/2013		11	May	6/14/2013
07	January	2/14/2013		12	June	7/14/2013
08	February	3/14/2013				

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