

District Business & Advisory Services

Kolvira Chheng, Interim Director - DBAS: 408-453-6510

Bulletin: 14-044

Date: May 12, 2014

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele
Advisor, DBAS

Re: SCCOE 2013-14 **Final** Fiscal Year End Close Calendar

The purpose of this bulletin is to inform you of Santa Clara County Office of Education's Year End Close Deadlines for Fiscal Year 2013-14. The dates on this schedule are final as we have received confirmation of closing dates from the County Controller's Office. Please note that *cash receipts and accounts payable cutoff is on Friday, June 27, 2014.*

Please distribute this memo within your District as deemed appropriate.

DEADLINE	ITEM	DESCRIPTION
27-June	A/P Batches	Last day to enter A/P Batches for FY 13-14. Cutoff is at 5:00 p.m.
	A/P Cancellations	Last day to Cancel A/P Warrants for FY 13-14. Cutoff is at 5:00 p.m.
	Cash Receipts Cutoff	Last day for FY 2013-14 Deposits to be made at the SCCOE and Bank of America. Cutoff time for 2013-14 Deposits with bank will be the bank’s closing time. Cutoff time for 2013-14 Deposits made to the County Treasurer Division is 11:45 a.m.
30-June	Pick up A/P warrants	FY 13-14 A/P Warrants available for pick up at 10:00 a.m.
1-July	FY 14-15 A/P Batch	FY 14-15 A/P Module available
	Annual Attendance Reports	District and Charter Attendance Reports via principal Apportionment Data Collection Software files.
2-July	FY 14-15 A/P Warrants	FY 14-15 A/P warrants are available for Pick-Up
4-July	Holiday	SCCOE Closed
11-July	Cash Transfers between SACS Funds	Last Cash Transfers Between SACS funds for FY 13-14 (Dated 6/30/14) at 5:00 p.m. Last Cash Transfers for deposit allocations for FY 13-14
31-July	Reconciliations	Cash Balance By Fund, Interest By Fund and Cash Reconciliations provided to Districts from SCCOE
8-Aug	Last Day SCCOE to post transactions for FY 13-14	Exceptions after this date will be clearly communicated to CFO’s. Exceptions will be for BI&R adjustments and Property Tax journal entries.
15-Aug	Bond Interest & Redemption	SCCOE to distribute B I & R Information to Districts
29-Aug		Last District Journal Entries for FY 13-14 (Dated 6/30/14)
	Last District JE’s processed for FY 13-14	Important Note: (TSB will not generate Fiscal Year End Reports unless otherwise notified by the district on this date. Contact the TSB Helpdesk at 408.453.6748 or http://accesspoint.scoe.org/)
12-Sept	Financial Reports to Districts	FY 13-14 Financial Reports Distributed to Districts By request only. See important Note on August 29th
15-Sept	Unaudited Actuals	Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE by 5:00 p.m.
	Gann Limit Resolution	Due to SCCOE by 5:00 p.m.
24-Sept	Attendance Report Corrections	Districts and Charters submit 2013-14 Corrected P2 & Annual Attendance Reports via Principal Apportionment Data Collection Software files. Districts & Charters submit Audit Adjustments to CalPADS data, if applicable.
30-Sept	Ending Balances Rolled	FY13-14 Ending Balances to be rolled into FY 14-15 Beginning Balances

June 2014							June	
S	M	T	W	T	F	S		
1	2	3	4	5	6	7	27	3:00pm Last day to enter A/P Batches for FY 13-14
8	9	10	11	12	13	14		3:00pm Last day to cancel A/P warrants for FY 13-14
15	16	17	18	19	20	21	11:45am	Cutoff for FY 13-14 Deposits made to the County Treasury Division (70 W. Hedding)
22	23	24	25	26	27	28		Last day for FY 13-14 Deposits to be made at SCCOE and Bank of America
29	30						30	10:00am FY 13-14 A/P Warrants Available for Pick up
July 2014							July	
S	M	T	W	T	F	S		
		1	2	3	4	5	1	FY 14-15 A/P Module available Submit 2013-14 District & Charter Attendance Reports via Principal Apportionment Data Collection Software files.
6	7	8	9	10	11	12	2	10:00am FY 14-15 A/P warrants available for pick up
13	14	15	16	17	18	19	4	Holiday – SCCOE Closed
20	21	22	23	24	25	26	11	5:00pm Last Cash Transfers between SACS funds (Dated 6/30/14) Last Cash Transfers for deposit allocations for FY 13-14
27	28	29	30	31			31	5:00pm Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
August 2014							August	
S	M	T	W	T	F	S		
					1	2	8	5:00pm Last day SCCOE to post transactions to FY 13-14 Exceptions after this date will be clearly communicated to CFO's
3	4	5	6	7	8	9	15	5:00pm SCCOE to distribute B I & R Information to Districts
10	11	12	13	14	15	16	29	5:00pm Last District Journal Entries for FY 13-14 (Dated 6/30/14)
17	18	19	20	21	22	23		Important Note: (TSB will not generate Fiscal Year End Reports unless otherwise notified by the District on this date. Contact the TSB Helpdesk at 408.453.6748 or http://accesspoint.sccoe.org/)
24	25	26	27	28	29	30		
31								
September 2014							September	
S	M	T	W	T	F	S		
	1	2	3	4	5	6	1	Holiday – SCCOE Closed
7	8	9	10	11	12	13	12	5:00pm FY 13-14 Financial Reports Distributed to Districts by request only. See important Note on August 29th.
14	15	16	17	18	19	20	15	5:00pm Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE
21	22	23	24	25	26	27		5:00pm Gann Limit Resolution due to SCCOE
28	29	30					24	Districts & Charters submit 2013-14 Corrected P2 & Annual Attendance Reports via Principal Apportionment Data Collection Software files. Districts & Charters submit Audit Adjustments to CalPADS data, if applicable.
							30	5:00pm FY13-14 Ending Bal to be rolled into FY 14-15 Beginning Bal