



Santa Clara County Office of Education

Jon R. Gundry  
County Superintendent of Schools

## Informational Bulletin

*For Santa Clara County Districts*

### District Business & Advisory Services

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

Bulletin: 15-005

Date: August 6, 2014

To: District Fiscal Directors  
Charter Fiscal Directors  
Attendance Staff

From: Jenina Salcedo, Advisor

Re: 2014-15 Consolidated Calendar

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The purpose of this bulletin is to communicate Deadlines for Fiscal Year 2014-15. Please be advised that this calendar does not include the Payroll or Retirement submission deadlines (please see [Bulletin 14-045](#)).

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

## 2014-15 Consolidated Calendar

	DUE	ITEM	DESCRIPTION	EDUC. CODE
July 2014	7/1	Budget	District adopts budget and submits to COE for review	42127(a)(2)
			Charter adopts budget and files with chartering authority and COE	47604.33(a)(1)
		Local Control Accountability Plan (LCAP)	District adopts LCAP and submits to COE for review	52062(b)(2)
			Charter adopts LCAP and files with chartering authority and COE	47606.5
	Attendance	Annual ADA - Principal Apportionment Data Collection files due from Districts to	SCCOE deadline	
		Board Approved District & Charter 2014-15 Attendance Calendars due to COE	SCCOE deadline	
	7/2	Principal Apportionment	<a href="#">2013-14 Second Principal Apportionment (P2) - Certification is available on CDE website</a>	CDE Calendar
	7/4	<i>Independence Day</i>	<i>SCCOE Closed</i>	
	7/9	Lottery	3rd Quarter Lottery Expected from Treasurer	
	7/11	Last Interfund Cash Transfers for 2013-14	Last day 2013-14 transactions will be sent to County Treasurer. All cash movement between funds after today must be processed via journal entries with due to - due from	SCCounty deadline
7/15	Attendance	Annual ADA - Principal Apportionment Data Collection files from COE to CDE	41601	
7/17	Principal Apportionment	<a href="#">Certification of the 2014-15 Advance Apportionment for school districts, COEs, and continuing charter schools available on CDE website</a>	CDE Calendar	
August 2014	8/8	DBAS posting deadline	Last Day for DBAS to post to Districts 2013-14 GL	SCCOE deadline
	8/15	Budget	COE approves, conditionally approves, or disapproves district budgets	42127(d)
	8/15	Property Tax	2013-14 Annual Property Tax Report (J-29) due from COE to CDE	CDE Calendar
	8/15	2013-14 Reports	TSB will not generate Fiscal Year End Reports unless otherwise notified by the District on this date. Contact TSB Helpdesk at 408.453.6748	
	8/15	PENSEC	2014-15 PENSEC for New and Significantly Expanding Charter Schools (adding a grade level or some other qualifying event) Data & Signed Certifications Due to CDE	CDE Calendar
	8/29	2013-14 Cutoff	Cutoff for 2013-14 transactions in QCC	
September 2014	9/1	<i>Labor Day</i>	<i>SCCOE Closed</i>	
	9/15	Unaudited Actuals	District unaudited actual data file, including Gann, due to COE	42100(a), GC 7906(f)
			Charter school unaudited actual data due to chartering authority and COE	47604.33(a)(4), 42100(b)
	9/23	Budget	COE notifies SSPI of district budgets which may be disapproved	42127(f), 42127(i)(2)
	TBD	2014-15 Special Advance Apportionment	Certification of the 2014-15 Special Advance Apportionment, based on PENSEC for newly operational and continuing charter schools adding grade levels, available on CDE website	CDE Calendar
9/22	Attendance	Prior Year Principal Apportionment Data Collection "corrected mode" files due to	SCCOE deadline	
October 2014	10/1	Attendance	COE submits PY corrections to be applied to 2014-15 First Principal Apportionment	CDE Calendar
	10/8	Disapproved Budgets	COE notifies SSPI of district budgets which have been disapproved or budget committees waived	42127(h)
	10/15	Unaudited Actuals	COE transmits LEAs Unaudited Actuals data files, including Gann, to SSPI	42100, GC 7906(f)
	10/31	Budget Adoption Cycle	COE notifies SSPI of district and COE 2014-15 budget adoption cycles (via the unaudited actual software data submission due to SSPI October 15)	1622(e) 42127(i)
November 2014	11/11	<i>Veterans Day</i>	<i>SCCOE Closed</i>	
	11/15	Property Tax	2014-15 P1 Property Tax Report (J-29) due from COE to CDE	CDE Calendar
	11/27-28	<i>Thanksgiving Holiday</i>	<i>SCCOE Closed</i>	

## 2014-15 Consolidated Calendar

December 2014	12/15	First Interim	District 1st interim due to COE	42131(a)(1)
			Charter school 1st interim due to chartering authority and COE	47604.33(a)(2)
	Audit		District prior year audit due to COE, SSPI, and State Controller	41020(h),
			Charter prior year audit due to chartering authority, COE, SSPI, and State Controller	47605(m),41020(h)
24, 25, 31	Winter Holiday	<i>SCCOE Closed</i>		
January 2015	1/1	New Years Day	<i>SCCOE Closed</i>	
	1/8	Attendance	P1 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by December 31**	<i>SCCOE deadline</i>
	1/14	1st Interim Status Report	COE reports to SSPI and State Controller on all district 1st interim certifications	42131(a) 2 (c)
	1/15	Attendance	P1 Attendance due to the CDE by COE	41601
	1/19	Martin Luther King Day	<i>SCCOE Closed</i>	
February 2015	TBD	2014-15 First Principal Apportionment (P1)	<a href="#">Certification of the 2014-15 First Principal (P1) Apportionment for school districts, COEs, and continuing charter schools available on CDE website</a>	CDE Calendar
	2/16-17	President's Day	<i>SCCOE Closed</i>	
March 2014	3/15	Second Interim	District 2nd interim due to COE	42131(a)(1) and (2)
			Charter school 2nd Interim due to chartering authority and COE	47604.33(a)(3)
	3/15	Audit	Prior Year Audit - Submit certification of correction to COE	41020(j)(2)
April 2015	4/15	Second Interim	Qualified and Negative 2nd Interims Report- COE reports to SSPI and State Controller on district qualified and negative 2nd interim certifications	42131(a)(2)
			COE reports to SSPI and State Controller on all district 2nd interim certifications	42131(c)
	4/15	2014-15 P-2 Property Tax	2014-15 P-2 Property Tax Report (J-29) due to CDE	
May 2015	4/21	Attendance	P2 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by April 15**	<i>SCCOE deadline</i>
	5/1	Attendance	P-2 Attendance due to the CDE by COE.	41601
	5/15	Audit Status Report	COE certifies district audits to SSPI and State Controller	41020(k)
	5/26	Memorial Day	<i>SCCOE Closed</i>	
June 2015	6/1	6/30 Projection	June 30 projections for the period ending April 30 due to COE, SSPI, and State Controller if district had a qualified or negative 2nd interim	42131(e)
July 2015	7/1	Budget	District adopts budget and submits to COE for review	42127(a)(2)
			Charter adopts budget and files with chartering authority and COE	47604.33(a)(1)
	Local Control and Accountability Plan (LCAP)		District adopts LCAP and submits to COE for review	52062(b)(2)
			Charter adopts LCAP and files with chartering authority and COE	47606.5
	Attendance		Annual ADA - Principal Apportionment Data Collection files due from Districts & Charters to COE	SCCOE deadline
			Board Approved District & Charter 2015-16 Attendance Calendars due to COE	SCCOE deadline
	7/2	P-2 Certification Avail.	2014-15 Second Principal Apportionment (P2)- Certification is available from CDE website	CDE Calendar
	7/3	Independence Day	<i>SCCOE Closed</i>	
7/15	Attendance	All Local Educational Agencies (LEA) 2014-15 Annual ADA to CDE by COE	41601	
Aug'15	8/15	Property Tax	2014-15 Annual Property Tax Report (J-29) due from COE to CDE	CDE Calendar

## 2014-15 Consolidated Calendar

September 2015	9/7	<i>Labor Day</i>	<i>SCCOE Closed</i>	
	9/15	Unaudited Actual Data, including Gann, to COE	District unaudited actual data, including Gann***, due to COE	42100(a), GC 7906(f)
			Charter school unaudited actual data due to chartering authority and COE	47604.33(a)(4), 42100(b)
9/22	Disapproved Budgets	COE notifies SSPI of district budgets which may be disapproved	42127(f), 42127(i)(2)	

### Legend

Note: The term, "local educational agency", as used in EC 41020 includes school districts, county offices of education and educational joint

\* Due dates are established in law unless otherwise noted. In accordance with GC 6700, GC 6707, and GC 6803, if the due date falls on a

\*\*EC 37201 defines an attendance month as four weeks (Monday through Friday) totaling 20 days - including holidays, other non-service

CDE = California Department of Education      EC = Education Code

SSPI = State Superintendent of Public Instruction      GC = Government Code

COE = County Office of Education      Due dates in gray are SCCOE deadlines