



Santa Clara County Office of Education

Jon R. Gundry  
County Superintendent of Schools

*For Santa Clara County Districts*

**Informational Bulletin**

## District Business & Advisory Services

Kolvira Chheng: Director- DBAS: 408-453-6599

Bulletin: 15-029

Date: May 7, 2015

To: District Fiscal Directors  
Charter School Administrators

From: Ann Redd-Oyedele  
Advisor, DBAS

Re: SCCOE 2014-15 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 2014-15. The dates on this schedule are final and based on the closing schedule received from the County Controller's Office.

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

County Board of Education: Michael Chang, Joseph Di Salvo, Darcie Green, Grace H. Mah, Claudia Rossi, Anna Song  
1290 Ridder Park Drive, San Jose, CA 95131-2304 (408) 453-6500 [www.sccoe.org](http://www.sccoe.org)

---

Committed to serving, inspiring and promoting student and public school success

DEADLINE	ITEM	DESCRIPTION
26-June	A/P Batches	Last day to enter A/P Batches for FY 14-15. Cutoff is at 5:00 PM
	A/P Cancellations	Last day to <b>Cancel A/P Warrants</b> for FY 14-15. Cutoff is at 5:00 PM
	Cash Receipts Cutoff	Last day for FY 2014-15 Deposits to be made at the SCCOE and Bank of America. Cutoff time for 2014-15 Deposits with bank will be the bank's closing time.
	ACH	Last day to enter ACH's for FY 14-15. Cutoff is at 5:00 PM
29-June	Pick up A/P warrants	FY 14-15 A/P Warrants available for pick up at 10:00 AM
30-June	Cash Receipts Cutoff	<b>Cutoff for Deposits made at the County Treasurer Division is 11:45 AM</b>
1-July	Fy 15-16 A/P Module Available	Enter FY 15-16 A/P Batches
	Annual Attendance Reports	District and Charter Attendance Reports via principal Apportionment Data Collection Software files
<b>3-July</b>	<b>Holiday</b>	<b>SCCOE Closed</b>
9-July	Cash Transfers between SACS Funds	Last Cash Transfers Between SACS funds for FY 14-15 (Dated 6/30/15) at 5:00 p.m. Last Cash Transfers for deposit allocations for FY 14-15
31-July	Reconciliations	Cash Balance By Fund, Interest By Fund and Cash Reconciliations provided to Districts from SCCOE
12-Aug	Last Day SCCOE to post transactions for FY 14-15	Exceptions after this date will be clearly communicated to CFO's. Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's.
14-Aug	Bond Interest & Redemption	SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
31-Aug	Last District JE's processed for FY 14-15	Last District Journal Entries for FY 14-15 (Dated 6/30/15)
<b>7-Sept</b>	<b>Holiday</b>	<b>SCCOE Closed</b>
11-Sept	Financial Reports to Districts	FY 14-15 Financial Reports Distributed to Districts <b>By request only.</b>
15-Sept	Unaudited Actuals	Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE by 5:00 PM
	Gann Limit Resolutions	Due to SCCOE by 5:00 PM
22-Sept	Attendance Report Corrections	Districts and Charters submit 2014-15 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	FY14-15 Ending Balances to be rolled into FY 15-16 Beginning Balances

June 2015							June		
S	M	T	W	T	F	S	26	5:00pm	Last day to enter A/P Batches for FY 14-15
	1	2	3	4	5	6		5:00pm	Last day to cancel A/P warrants for FY 14-15
7	8	9	10	11	12	13		5:00 pm	Last day for FY 14-15 Deposits to be made at SCCOE and Bank of America. Last day to enter ACH's for FY 14-15
14	15	16	17	18	19	20			
21	22	23	24	25	26	27	29	10:00am	FY 14-15 A/P Warrants Available for Pick up
28	29	30					30	11:45am	Cutoff for FY 14-15 Deposits made at the County Treasury Division (70 W. Hedding)
July 2015							July		
S	M	T	W	T	F	S	1		FY 15-16 A/P Module available Submit 2014-15 District & Charter Annual Attendance Reports via Principal Apportionment Data Collection Software files.
			1	2	3	4	2	10:00am	FY 15-16 A/P warrants available for pick up
5	6	7	8	9	10	11	3		<b>Holiday – SCCOE Closed</b>
12	13	14	15	16	17	18	9	5:00pm	Last Cash Transfers between SACS funds (Dated 6/30/15) Last Cash Transfers for deposit allocations for FY 14-15
19	20	21	22	23	24	25			
26	27	28	29	30	31		31	5:00pm	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
August 2015							August		
S	M	T	W	T	F	S	12	5:00pm	Last day SCCOE to post transactions to FY 14-15 Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's
						1			
2	3	4	5	6	7	8	14	5:00pm	SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
9	10	11	12	13	14	15			
16	17	18	19	20	21	22	31	5:00pm	Last District Journal Entries for FY 14-15 (Dated 6/30/15)
23	24	25	26	27	28	29			
30	31								
September 2015							September		
S	M	T	W	T	F	S	7		<b>Holiday – SCCOE Closed</b>
		1	2	3	4	5	15	5:00pm	Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE; Gann Limit Resolution due to SCCOE
6	7	8	9	10	11	12	22		Districts & Charters submit 2014-15 Corrected P2 & Annual Attendance Reports via Principal Apportionment Data Collection Software files. Districts & Charters submit Audit Adjustments to CalPADS data, if applicable.
13	14	15	16	17	18	19			
20	21	22	23	24	25	26	30	5:00pm	FY14-15 Ending Bal to be rolled into FY 15-16 Beginning Bal
27	28	29	30						