



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: 16-001

Date: July 1, 2015

To: District Chief Business Officers
District Fiscal Directors
Charter School Administrators

From: Jenina Salcedo, Senior District Business Advisor

Re: 2015-16 Consolidated Calendar

The purpose of this bulletin is to communicate deadlines for Fiscal Year 2015-16.

Please note that this calendar does not include all details related to:

- 2014-15 year-end close deadlines (please see [Bulletin 15-029](#))
- 2015-16 payroll or retirement submission deadlines (please see [Bulletin 15-033](#))

Please distribute this information within your District as deemed appropriate.

2015-16 Consolidated Calendar

	DUE	ITEM	DESCRIPTION	EDUC. CODE
Jul-15	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)
	7/1	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
	7/1	Attendance	Annual ADA - Principal Apportionment Data Collection files due from Districts to COE	SCCOE deadline
			Board Approved District & Charter 2015-16 Attendance Calendars due to COE	SCCOE deadline
	7/2	Principal Apportionment	2014-15 Second Principal Apportionment (P2) - Certification is available on CDE website	CDE Calendar
	7/3	<i>Independence Day</i>	<i>SCCOE Closed</i>	
	7/9	Lottery	3rd Quarter Lottery Expected from Treasurer	
	7/9	Last Interfund Cash Transfers for 2014-15	5:00pm - Last day 2014-15 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	SC County deadline
7/15	Attendance	Annual ADA - Principal Apportionment Data Collection files from COE to CDE	41601	
7/17	Principal Apportionment	Certification of the 2015-16 Advance Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website	CDE Calendar (will be updated by CDE)	
Aug-15	8/12	DBAS posting deadline	Last Day for DBAS to post to Districts 2014-15 GL. Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's	SCCOE deadline
	8/15	Budget	COE approves, conditionally approves, or disapproves district budgets	42127(d)
	8/15	Property Tax	2014-15 Annual Property Tax Report (J-29) due from COE to CDE	CDE Calendar
	8/15	2014-15 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	2015-16 PENSEC for New and Significantly Expanding Charter Schools (adding a grade level or some other qualifying event) Data & Signed Certifications Due to CDE by LEA	CDE Calendar
	8/31	2014-15 Cutoff	Cutoff for 2014-15 transactions in QCC	
Sep-15	9/7	<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	2015-16 Special Advance Apportionment	Certification of the 2015-16 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 COE	SCCOE deadline	
Oct-15	10/1	Attendance	COE submits PY corrections to be applied to 2015-16 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 2015-15 budget adoption cycles (via the unaudited actual software data submission due to SSPI October 15)	1622(e) 42127(i)

2015-16 Consolidated Calendar

Nov-15	11/11	Veterans Day	SCCOE Closed	
	11/15	Property Tax	2015-16 P1 Property Tax Report (J-29) due from COE to CDE	CDE Calendar
	11/26-27	Thanksgiving Holiday	SCCOE Closed	
Dec-15	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	SCCOE Closed		
Jan-16	1/1	New Years Day	SCCOE Closed	
	1/7	Attendance	P1 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by December 31**	SCCOE deadline
	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
	1/18	Martin Luther King Day	SCCOE Closed	
Feb-16	TBD	2015-16 First Principal Apportionment (P1)	Certification of the 2015-16 First Principal (P1) Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website	CDE Calendar (will be updated by CDE)
	2/15-16	President's Day	SCCOE Closed	
Mar-15	3/16	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 of audit findings to COE	41020(j)(2)
3/31	Audit	Current Year Audit - Deadline to submit Auditor Selection form to SCCOE	41020	
Apr-16	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	2015-16 P-2 Property Tax	2015-16 P-2 Property Tax Report (J-29) due to CDE	
4/22	Attendance	P2 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by April 15**	SCCOE deadline	
May-16	5/1	Attendance	P-2 Attendance due to the CDE by COE.	41601
	5/15	Audit Status Report	COE certifies district audit status to SSPI and State Controller	41020(k)
	5/30	Memorial Day	SCCOE Closed	
Jun-16	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)

2015-16 Consolidated Calendar

Jul-16		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)
	7/1	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 2016-16 Attendance Calendars due to COE	SCCOE deadline
	7/2	P-2 Certification Avail.	2015-16 Second Principal Apportionment (P2)- Certification is available from CDE website	CDE Calendar
	7/4	<i>Independence Day</i>	<i>SCCOE Closed</i>	
7/15	Attendance	All Local Educational Agencies (LEA) 2015-16 Annual ADA to CDE by COE	41601	
Aug-16	8/15	Property Tax	2015-16 Annual Property Tax Report (J-29) due from COE to CDE	CDE Calendar
Sep-16	9/5	<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 Saturday, Sunday, or holiday, the reporting date shall be the following workday. Unless stated otherwise, "days" means calendar days.

**EC 37201 defines an attendance month as four weeks (Monday through Friday) totaling 20 days - including holidays, other non-service days, pupil free days such as staff development, and orientation days. Full weeks off for winter break may be excluded from the attendance month.

CDE = California Department of Education
 SSPI = State Superintendent of Public Instruction
 EC = Education Code
 GC = Government Code
 COE = County Office of Education

Due dates in gray are SCCOE deadlines