



Santa Clara County Office of Education

Jon R. Gundry
County Superintendent of Schools

For Santa Clara County Districts

Informational Bulletin

District Business & Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 16-024

Date: May 9, 2016

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele
Senior Advisor, DBAS

Re: SCCOE 2015-16 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 2015-16. 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, Rosemary Kamei, Grace H. Mah, Claudia Rossi, Anna Song
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DEADLINE	ITEM	DESCRIPTION
27-June	A/P Batches	Last day to enter A/P Batches for FY 15-16. Cutoff is at 5:00 PM
	A/P Cancellations	Last day to Cancel A/P Warrants for FY 15-16. Cutoff is at 5:00 PM
	Cash Receipts Cutoff	Last day for FY 2015-16 Deposits to be made at the SCCOE and Wells Fargo. Cutoff time for 2015-16 Deposits with bank will be the bank's closing time.
	ACH	Last day to enter ACH's for FY 15-16. Cutoff is at 5:00 PM
28-June	Pick up A/P warrants	FY 15-16 A/P Warrants available for pick up at 10:00 AM
29-June	Cash Receipts Cutoff	Cutoff for Deposits made at the County Treasurer Division is 11:45 AM (Community College Districts)
1-July	Fy 16-17 A/P Module Available	Enter FY 16-17 A/P Batches
	Annual Attendance Reports	District and Charter Attendance Reports via principal Apportionment Data Collection Software files
4-July	Holiday	SCCOE Closed
7-July	Cash Transfers between SACS Funds	Last Cash Transfers Between SACS funds for FY 15-16 (Dated 6/30/16) at 5:00 p.m. Last Cash Transfers for deposit allocations for FY 15-16
29-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 15-16	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.
15-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 15-16	Last District Journal Entries for FY 15-16 (Dated 6/30/16)
5-Sept	Holiday	SCCOE Closed
12-Sept	Financial Reports to Districts	FY 15-16 Financial Reports Distributed to Districts By request only.
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 2015-16 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	FY 15-16 Ending Balances to be rolled into FY 16-17 Beginning Balances

June 2016							June		
S	M	Tu	W	Th	F	S	27	5:00pm	Last day to enter A/P Batches for FY 15-16
			1	2	3	4		5:00pm	Last day to cancel A/P warrants for FY 15-16
5	6	7	8	9	10	11		5:00 pm	Last day for FY 15-16 Deposits to be made at SCCOE and Wells Fargo. Last day to enter ACH's for FY 15-16 (K-12 Districts and JPA's)
12	13	14	15	16	17	18			
19	20	21	22	23	24	25	28	10:00am	FY 15-16 A/P Warrants Available for Pick Up
26	27	28	29	30			29	11:45am	Cutoff for FY 15-16 Deposits made at the County Treasury Division (70 W. Hedding) (Community College Districts)
July 2016							July		
S	M	Tu	W	Th	F	S	1		FY 16-17 A/P Module available LCAP & Budgets due to District Business & Advisory Services Submit 2015-16 District & Charter Annual Attendance Reports via Principal Apportionment Data Collection Software files.
					1	2			
3	4	5	6	7	8	9	4		Holiday – SCCOE Closed
10	11	12	13	14	15	16	5	10:00am	FY 16-17 A/P warrants available for pick up
17	18	19	20	21	22	23	7	5:00pm	Last Cash Transfers between SACS funds (Dated 6/30/16) Last Cash Transfers for deposit allocations for FY 15-16
24	25	26	27	28	29	30			
31							29	5:00pm	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
August 2016							August		
S	M	Tu	W	Th	F	S	12	5:00pm	Last day SCCOE to post transactions to FY 15-16 Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's
	1	2	3	4	5	6			
7	8	9	10	11	12	13	15	5:00pm	SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
14	15	16	17	18	19	20			
21	22	23	24	25	26	27	31	5:00pm	Last District Journal Entries for FY 15-16 (Dated 6/30/16)
28	29	30	31						
September 2016							September		
S	M	Tu	W	Th	F	S	5		Holiday – SCCOE Closed
				1	2	3			
4	5	6	7	8	9	10	15	5:00pm	Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE; Gann Limit Resolution due to SCCOE
11	12	13	14	15	16	17	22		Districts & Charters submit 2015-16 Corrected P2 & Annual Attendance Reports via Principal Apportionment Data Collection Software files. Districts & Charters submit Audit Adjustments to CalPADS data, if applicable.
18	19	20	21	22	23	24			
25	26	27	28	29	30		30	5:00pm	FY15-16 Ending Balances to be rolled into FY 16-17 Beginning Balances

