



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: 17-028

Date: May 5, 2017

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele
Senior Advisor, DBAS

Re: SCCOE 2016-17 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 2016-17. The dates on this schedule are based on the closing schedule received from the County Controller's Office so we have limited flexibility and appreciate your efforts to comply with this schedule.

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
1290 Ridder Park Drive, San Jose, CA 95131-2304 (408) 453-6500 www.sccoe.org

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DEADLINE	ITEM	DESCRIPTION
27-June	A/P Batches	Last day to enter A/P Batches for FY 16-17. Cutoff is at 5:00 PM
	A/P Cancellations	Last day to Cancel A/P Warrants for FY 16-17. Cutoff is at 5:00 PM
	Cash Receipts Cutoff	Last day for FY 2016-17 Deposits to be made at the SCCOE
	ACH	Last day to enter ACH's for FY 16-17. Cutoff is at 5:00 PM
28-June	Pick up A/P warrants	FY 16-17 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)
30-June	Cash Receipts Cutoff	Last day for FY 2016-17 Deposits to be made at Wells Fargo at bank closing time
3-July	Fy 17-18 A/P Module Available	Enter FY 17-18 A/P Batches
	Annual Attendance Reports	District and Charter Attendance Reports via principal Apportionment Data Collection Software files
4-July	Holiday	SCCOE Closed
6-July	Cash Transfers between SACS Funds	Last Cash Transfers Between SACS funds for FY 16-17 (Dated 6/30/17) at 5:00 p.m. Last Cash Transfers for deposit allocations for FY 16-17
31-July	Reconciliations	Cash Balance By Fund, Interest By Fund and Cash Reconciliations provided to Districts from SCCOE
11-Aug	Last Day SCCOE to post transactions for FY 16-17	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 16-17	Last District Journal Entries for FY 16-17 (Dated 6/30/17)
4-Sept	Holiday	SCCOE Closed
12-Sept	Financial Reports to Districts	FY 16-17 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 2016-17 Corrected P2 & Annual Attendance Reports via Principal Apportionment Data Collection Software files. Districts & Charters submit Audit Adjustments to CalPADS data, if applicable.
29-Sept	Ending Balances Rolled	FY 16-17 Ending Balances to be rolled into FY 17-18 Beginning Balances

June 2017							June		
S	M	Tu	W	Th	F	S	27	5:00pm	Last day to enter A/P Batches for FY 16-17
				1	2	3		5:00pm	Last day to cancel A/P warrants for FY 16-17
4	5	6	7	8	9	10		5:00 pm	Last day for FY 16-17 Deposits to be made at SCCOE Last day to enter ACH's for FY 16-17 (K-12 Districts and JPA's)
11	12	13	14	15	16	17	28	10:00am	FY 16-17 A/P Warrants Available for Pick Up
18	19	20	21	22	23	24	29	11:45am	Cutoff for FY 16-17 Deposits made at the County Treasury Division (70 W. Hedding) (Community College Districts)
25	26	27	28	29	30		30		Last day for FY 16-17 Deposits to be made at Wells Fargo
July 2017							July		
S	M	Tu	W	Th	F	S	3		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	4		Holiday – SCCOE Closed
2	3	4	5	6	7	8	5	10:00am	FY 17-18 A/P warrants available for pick up
9	10	11	12	13	14	15	6	5:00pm	Last Cash Transfers between SACS funds (Dated 6/30/17) Last Cash Transfers for deposit allocations for FY 16-17
16	17	18	19	20	21	22	31	5:00pm	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
23	24	25	26	27	28	29			
30	31								
August 2017							August		
S	M	Tu	W	Th	F	S	11	5:00pm	Last day SCCOE to post transactions to FY 16-17 Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's
		1	2	3	4	5	15	5:00pm	SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
6	7	8	9	10	11	12	31	5:00pm	Last District Journal Entries for FY 16-17 (Dated 6/30/17)
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					
September 2017							September		
S	M	Tu	W	Th	F	S	4		Holiday – SCCOE Closed
					1	2	15	5:00pm	Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE; Gann Limit Resolution due to SCCOE
3	4	5	6	7	8	9	22		Districts & Charters submit 2016-17 Corrected P2 & Annual Attendance Reports via Principal Apportionment Data Collection Software files. Districts & Charters submit Audit Adjustments to CalPADS data, if applicable.
10	11	12	13	14	15	16	29	5:00pm	FY16-17 Ending Balances to be rolled into FY 17-18 Beginning Balances
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			