



District Business & Advisory Services

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

Bulletin: 17-036

Date: May 31, 2017

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele
Senior Advisor, DBAS

Re: SCCOE 2016-17 Fiscal Year End Close Calendar Update

The purpose of this bulletin is to update you on a minor change to the Santa Clara County Office of Education's Year End Close Deadlines for Fiscal Year 2016-17. We received a request to work with the County Controller and our Technology Services Branch to push out the deadline for cash transfers as it is a very tight schedule due to how the dates land on the calendar this year. The good news is everyone made an effort to accommodate the request and agreed to extend the July 6th deadline to July 7th for cash transfers between SACS funds and deposit allocations. The new schedule is as follows:

| Item | Old Schedule | New Schedule |
|--|---------------------------------|------------------------------|
| Last Cash Transfers between SACS Funds dated 6/30/17 | July 6 th at 5:00 pm | July 7 th at Noon |
| Last Cash Transfers for deposit allocation | July 6 th at 5:00 pm | July 7 th at Noon |

All of the dates on this schedule are based on the closing schedule of the County Controller's Office so there is limited flexibility. We appreciate your efforts to comply with this updated schedule.

Please distribute this memo within your District as deemed appropriate.

| 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 |
| 7-July | Cash Transfers between SACS Funds | Last Cash Transfers Between SACS funds for FY 16-17 (Dated 6/30/17) at 12:00 Noon Last Cash Transfers for deposit allocations for FY 16-17 at 12:00 Noon |
| 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 | 7 | 12:00pm | 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 | | | |