



*For Santa Clara County Districts*

## District Business & Advisory Services

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

Bulletin: 18-032

Date: May 21, 2018

To: District Fiscal Directors  
Charter School Administrators

From: Ann Redd-Oyedele  
Senior Advisor, DBAS

Re: SCCOE 2017-18 Fiscal Year End Close Calendar Update

The purpose of this bulletin is to inform you of the updated Santa Clara County Office of Education's Year End Close Deadlines for Fiscal Year 2017-18. In consultation with the County Controller's Office and SCCOE's Technology Services Branch, we are able to extend the deadline for cash transfers between SACS funds and deposit allocations from July 5<sup>th</sup> to July 12<sup>th</sup> at 6:00 pm. The new deadline is shown below and also in the attached schedules.

Item	Old Schedule	New Schedule
Last Cash Transfers between SACS Funds dated 6/29/18	July 5 <sup>th</sup> at 9:00 pm	July 12 <sup>th</sup> at 6:00 pm
Last Cash Transfers for deposit allocation	July 5 <sup>th</sup> at 9:00 pm	July 12 <sup>th</sup> at 6:00 pm

All cash transfers between funds processed after July 12<sup>th</sup> for fiscal year 2017-18 must be processed as due to/due from entries.

If there are any questions, please contact your advisory services team.

Yen Lam (408) 453-6510  
Stephanie Lo (408) 453-4327  
Ann Redd (408) 453-6593  
Anita Maharaj (408) 453-6594

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

County Board of Education: Joseph Di Salvo, Darcie Green, Rosemary Kamei, Kathleen M. King, 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 17-18. Cutoff is at 9:00 PM
	A/P Cancellations	Last day to <b>Cancel A/P Warrants</b> for FY 17-18. Cutoff is at 5:00 PM
	Cash Receipts Cutoff	Last day for FY 2017-18 Deposits to be made at the SCCOE
	ACH	Last day to enter ACH's for FY 17-18. Cutoff is at 5:00 PM
28-June	Pick up A/P warrants	FY 17-18 A/P Warrants available for pick up at 10:00 AM
28-June	Cash Receipts Cutoff	<b>Cutoff for Deposits made at the County Treasurer Division is 11:45 AM (Community College Districts)</b>
29-June	Cash Receipts Cutoff	<b>Last day for FY 2017-18 Deposits to be made at Wells Fargo at bank closing time</b>
2-July	Fy 18-19 A/P Module Available	Enter FY 18-19 A/P Batches
	Annual Attendance Reports	District and Charter Attendance Reports via principal Apportionment Data Collection Software files
<b>4-July</b>	<b>Holiday</b>	<b>SCCOE Closed</b>
12-July	Cash Transfers between SACS Funds	Last Cash Transfers Between SACS funds for FY 17-18 (Dated 6/29/18) at 6:00 p.m. Last Cash Transfers for deposit allocations for FY 17-18
31-July	Reconciliations	Cash Balance By Fund, Interest By Fund and Cash Reconciliations provided to Districts from SCCOE
10-Aug	Last Day SCCOE to post transactions for FY 17-18	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 17-18	Last District Journal Entries for FY 17-18 (Dated 6/29/18)
<b>3-Sept</b>	<b>Holiday</b>	<b>SCCOE Closed</b>
11-Sept	Financial Reports to Districts	FY 17-18 Financial Reports Distributed to Districts <b>By request only.</b>
17-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
21-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 Cal PADS data, if applicable.
28-Sept	Ending Balances Rolled	FY 17-18 Ending Balances to be rolled into FY 18-19 Beginning Balances

June 2018							June		
S	M	Tu	W	Th	F	S	27	9:00pm	Last day to enter A/P Batches for FY 17-18
					1	2		5:00pm	Last day to cancel A/P warrants for FY 17-18
3	4	5	6	7	8	9		5:00 pm	Last day for FY 17-18 Deposits to be made at SCCOE Last day to enter ACH's for FY 17-18 (K-12 Districts and JPA's)
10	11	12	13	14	15	16	28	10:00am	FY 17-18 A/P Warrants Available for Pick Up
17	18	19	20	21	22	23	29	11:45am	Cutoff for FY 17-18 Deposits made at the County Treasury Division (70 W. Hedding) (Community College Districts)
24	25	26	27	28	29	30	29		Last day for FY 17-18 Deposits to be made at Wells Fargo
July 2018							July		
S	M	Tu	W	Th	F	S	2		FY 18-19 A/P Module available LCAP & Budgets due to District Business & Advisory Services Submit 2016-17 District & Charter Annual Attendance Reports via Principal Apportionment Data Collection Software files
1	2	3	4	5	6	7	3	10:00am	FY 18-19 A/P warrants available for pick up
8	9	10	11	12	13	14	4		<b>Holiday – SCCOE Closed</b>
15	16	17	18	19	20	21	12	6:00pm	Last Cash Transfers between SACS funds (Dated 6/29/18) Last Cash Transfers for deposit allocations for FY 17-18
22	23	24	25	26	27	28	31	5:00pm	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
29	30	31							
August 2018							August		
S	M	Tu	W	Th	F	S	10	9:00pm	Last day SCCOE to post transactions to FY 17-18 Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's
			1	2	3	4	15	5:00pm	SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
5	6	7	8	9	10	11	31	9:00pm	Last District Journal Entries for FY 17-18 (Dated 6/29/18)
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30	31				
September 2018							September		
S	M	Tu	W	Th	F	S	3		<b>Holiday – SCCOE Closed</b>
						1	17	5:00pm	Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE; Gann Limit Resolution due to SCCOE
2	3	4	5	6	7	8	21		Districts & Charters submit 2017-18 Corrected P2 & Annual Attendance Reports via Principal Apportionment Data Collection Software files. Districts & Charters submit Audit Adjustments to Cal PADS data, if applicable.
9	10	11	12	13	14	15	28	5:00pm	FY17-18 Ending Balances to be rolled into FY 18-19 Beginning Balances
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30									