



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services
Judy Lee Kershaw: Director- DBAS: 408-453-6510

Bulletin: 19-002

Date: July 23, 2018

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

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2018-19 Consolidated Calendar

Provided below is a consolidated calendar of important deadlines for Fiscal Year 2018-19. Please distribute this information within your District as deemed appropriate.

Fiscal Year 2018-19 Consolidated Calendar

	DUE	ITEM	DESCRIPTION	REFERENCE
July 2018	7/1	Local Control Accountability Plan (LCAP)	District adopts LCAP and submits to COE for review	Ed Code 52062(b)(2)
			Charter adopts LCAP and files with chartering authority and COE	Ed Code 47606.5
		Budget	District adopts budget and submits to COE for review	Ed Code 42127(a)(2)
			Charter adopts budget and files with chartering authority and COE	Ed Code 47604.33(a)(1)
		Attendance	Annual ADA - Principal Apportionment Data Collection files due from Districts to COE	SCCOE deadline
			Board Approved District & Charter 2017-18 Attendance Calendars due to COE	SCCOE deadline
	7/1	Principal Apportionment	2017-18 Second Principal Apportionment (P2) - Certification is available on CDE website	CDE Calendar
	7/4	Independence Day	SCCOE Closed	
	7/5	Lottery	3rd Quarter Lottery Expected from Treasurer	
	7/12	Last Interfund Cash Transfers for 2017-18	6:00 PM - Last day 2017-18 transactions will be sent to County Treasurer. All cash movement between funds after 6:00 PM must be processed via journal entries with due to - due from	SC County deadline
7/13	Attendance	Annual ADA - Principal Apportionment Data Collection files from COE to CDE	Ed Code 41601	
7/18	Principal Apportionment	Certification of the 2018-19 Advance Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website	CDE Calendar (will be updated by CDE)	
August 2018	8/10	DBAS posting deadline	Last Day for DBAS to post to Districts 2017-18 GL. Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's	SCCOE deadline
	8/15	Property Tax	2017-18 Annual Property Tax Report (J-29) due from COE to CDE	CDE Calendar
	8/15	PENSEC	2018-19 PENSEC for New or Significantly Expanding Charter Schools (adding a grade level or some other qualifying event) Data & Signed Certifications Due to CDE by LEA	CDE Calendar
	8/30	2017-18 Cutoff	Cutoff for 2017-18 transactions in QCC	SCCOE deadline
September 2018	9/3	Labor Day	SCCOE Closed	
	9/15	Unaudited Actuals	District unaudited actual data file, including Gann Resolution, due to COE	Ed Code 42100(a), GC 7906(f)
			Charter school unaudited actual data due to chartering authority and COE	Ed Code 47604.33(a)(5), 42100(b)
		Budget	COE Approves, conditionally approves or disapproves district budgets	Ed Code 42127(d)
	TBD	2018-19 Special Advance Apportionment	Certification of the 2018-19 Special Advance Apportionment, based on PENSEC for newly operational and continuing charter schools adding grade levels, available on CDE website	CDE Calendar
9/21	Attendance	Prior Year Principal Apportionment Data Collection "corrected mode" files due to COE	SCCOE deadline	
October 2018	10/3	Attendance	COE submits PY corrections to be applied to 2018-19 First Principal Apportionment	CDE Calendar
	10/8	District governing board reviews county's recommendations and responds	If the school district's budget is conditionally approved or disapproved by the county superintendent of schools, the school district governing board, in conjunction with the county superintendent will review the county superintendent's recommendations at a regular meeting of the board and respond to those recommendations, including any revisions to the adopted budget and other proposed actions to be taken, if any.	Ed Code 42127(d)(3)
	10/15	Unaudited Actuals	COE transmits LEAs Unaudited Actuals data files, including Gann, to SSPI	Ed Code 42100, GC 7906(f)

Fiscal Year 2018-19 Consolidated Calendar

	10/22	Tentative Disapproved Budgets	COE notifies SSPI of district budgets which may be disapproved	Ed Code 42127(e)
	10/31	Budget Adoption Cycle	COE notifies SSPI of district and COE 2018-19 budget adoption cycles (via the unaudited actual software data submission due to SSPI October 15)	Ed Code 1622(e) 42127(i)
November 2018	11/8	Disapproved Budgets	COE Notifies SSPI of district budgets which have been disapproved or budget committee waived	Ed Code 42127(g)
	11/12	Veterans Day	SCCOE Closed	
	11/15	Property Tax	2018-19 P1 Property Tax Report (J-29) due from COE to CDE	CDE Calendar
	11/22-23	Thanksgiving Holiday	SCCOE Closed	
December 2018	12/17	First Interim	District 1st interim due to COE	Ed Code 42131(a)(1)(2)
	12/15		Charter school 1st interim due to chartering authority and COE	Ed Code 47604.33(a)(3)
	12/15	Audit	District prior year audit due to COE, SSPI, and State Controller	Ed Code 41020(h)
			Charter school prior year audit due to chartering authority, COE, SSPI, and State Controller	Ed Code 47605(m),41020(h)
	24, 25, 31	Winter Holiday	SCCOE Closed	
January 2019	1/1	New Years Day	SCCOE Closed	
	1/4	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	First Interim	Qualified and Negative 2nd Interims Report- COE reports to SSPI and State Controller on district qualified and negative 2nd interim certifications	Ed Code 42131(a)(2)
			COE reports to SSPI and State Controller on all district 1st interim certifications	Ed Code 42131(c)
	1/17	Attendance	P1 Attendance due to the CDE by COE	Ed Code 41601
	1/21	Martin Luther King Day	SCCOE Closed	
1/31	Audit Report	District holds public hearing/reviews audit report	Ed Code 41020.3	
February 2019	TBD	2018-19 First Principal Apportionment (P1)	Certification of the 2018-19 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)
	2/18-19	President's Day	SCCOE Closed	
March 2019	3/15	Charter School Second Interim	Charter school second interim due to chartering authority and COE	Ed Code 47604.33(a)(4)
	3/15	Audit	Prior Year Audit - Submit certification of correction of audit findings to COE	Ed Code 41020(j)(2)
	3/18	Second Interim	District 2nd interim due to COE	Ed Code 42131(a)(1) and (2)
	3/31	Audit	Current Year Audit - Deadline to submit Auditor Selection form to SCCOE	Ed Code 41020
April 2019	4/16	2018-19 P-2 Property Tax	2018-19 P-2 Property Tax Report (J-29) due to CDE	CDE Calendar
	4/16	Second Interim	Qualified and Negative 2nd Interims Report- COE reports to SSPI and State Controller on district qualified and negative 2nd interim certifications	Ed Code 42131(a)(2)
			COE reports to SSPI and State Controller on all district 2nd interim certifications	Ed Code 42131(c)
4/19	Attendance	P2 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by April 15**	SCCOE deadline	

Fiscal Year 2018-19 Consolidated Calendar

May 2019	5/1	Attendance	P-2 Attendance due to the CDE by COE.	Ed Code 41601
	5/15	Audit Status Report	COE certifies district audit status to SSPI and State Controller	Ed Code 41020(k)
	5/27	Memorial Day	SCCOE Closed	
June 2019	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	Ed Code 42131(e)
July 2019	7/1	Local Control and Accountability Plan (LCAP)	District adopts LCAP and submits to COE for review	Ed Code 52062(b)(2)
			Charter adopts LCAP and files with chartering authority and COE	Ed Code 47606.5
		Budget	District adopts budget and submits to COE for review	Ed Code 42127(a)(2)
			Charter adopts budget and files with chartering authority and COE	Ed Code 47604.33(a)(1)
	Attendance	Annual ADA - Principal Apportionment Data Collection files due from Districts & Charters to COE	SCCOE deadline	
		Board Approved District & Charter 2019-20 Attendance Calendars due to COE	SCCOE deadline	
	7/1	P-2 Certification Avail.	2018-19 Second Principal Apportionment (P2)- Certification is available from CDE website	CDE Calendar
	7/4	Independence Day	SCCOE Closed	
7/12	Attendance	All Local Educational Agencies (LEA) 2018-19 Annual ADA to CDE by COE	Ed Code 41601	
August 2019	8/15	Property Tax	2018-19 Annual Property Tax Report (J-29) due from COE to CDE	CDE Calendar
September 2019	9/2	Labor Day	SCCOE Closed	
	9/15	Unaudited Actual Data, including Gann, to COE	District unaudited actual data, including Gann Resolution***, due to COE	Ed Code 42100(a), 42132, GC 7906(f)
			Charter school unaudited actual data due to chartering authority and COE	Ed Code 47604.33(a)(4), 42100(b)
	Budget	COE Approves, conditionally approves or disapproves district budgets	Ed Code 42127(d)	

Legend

* 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.

*** Gann filing date administratively determined by CDE

**** EC 42100 reporting will satisfy the EX 47604.33 requirement

CDE = California Department of Education, SSPI = State Superintendent of Public Instruction, COE = County Office of Education

EC = Education Code, GC = Government Code

Due