



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: 408-453-6599

Bulletin: 19-035

Date: May 1, 2019

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele
Senior District Business Advisor, DBAS

Re: SCCOE 2018-19 Fiscal Year End Close Calendar

Please be advised of Santa Clara County Office of Education's 2018-19 Year End Close Schedule as shown below. The dates on this schedule are aligned to 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.

DEADLINE	ITEM	DESCRIPTION
26-June	A/P Batches	Last day to enter A/P Batches for FY 18-19. Cutoff is at 9:00 PM
	A/P Cancellations	Last day to Cancel A/P Warrants for FY 18-19. Cutoff is at 5:00 PM
	ACH	Last day to enter ACH's for FY 18-19. Cutoff is at 5:00 PM
28-June	Pick up A/P warrants	FY 18-19 A/P Warrants available for pick up at 10:00 AM
	Cash Receipts Cutoff	Cutoff for Deposits made at the County Treasurer Division is 11:45 AM (Community College Districts)
28-June	Cash Receipts Cutoff	Last day for FY 2018-19 Deposits to be made at Wells Fargo at bank closing time
	Last Deposit Cash (DC)	Last DC's due from school districts to DBAS for FY 18-19
	TF & TQ Transactions	TF & TQ Transactions (cash moves between SACS funds)
29-June	TF & TQ Transactions	July 1, 2019 to July 11, 2019; TF & TQ transaction date of 6/29/19 (cash moves between SACS funds)
30-June	TF & TQ Transactions	July 12, 2019 through August 30, 2019; TF & TQ transaction date is 6/30/19 (cash does not move between SACS funds). TF can be processed by using due to and due from transaction with different resources.
1-July	FY 19-20 A/P Module Available	Enter FY 19-20 A/P Batches
	Annual Attendance Reports	District and Charter Attendance Reports via principal Apportionment Data Collection Software files
2-July	FY 19-20 A/P Warrants	FY 19-20 A/P Warrants available for pick up
4-July	Holiday	SCCOE Closed
8-July	Manual Controller JVJ	Last 18-19 transactions submitted to Controller's Office by manual JVJ 12:00 Noon
11-July	Cash Transfers between SACS Funds	Last Cash Transfers Between SACS funds for FY 18-19 (Dated 6/30/19) at 9:00 p.m. Last Cash Transfers for deposit allocations for FY 18-19
31-July	Reconciliations	Cash Balance By Fund, Interest By Fund and Cash Reconciliations provided to Districts from SCCOE
9-Aug	Last Day SCCOE to post transactions for FY 18-19	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
2-Sept	Holiday	SCCOE Closed
6-Sept	Last District JE's processed for FY 18-19	Last District Journal Entries for FY 18-19 (Dated 6/30/19)
16-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
20-Sept	Attendance Report Corrections	Districts and Charters submit 218-19 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 18-19 Ending Balances to be rolled into FY 19-20 Beginning Balances

June 2019							June		
S	M	Tu	W	Th	F	S	26	9:00pm	Last day to enter A/P Batches for FY 18-19
						1	5:00pm	Last day to cancel A/P warrants for FY 18-19	
									Last day to enter ACH's for FY 18-19 (K-12 Districts & JPA's)
2	3	4	5	6	7	8	27	10:00am	FY 18-19 A/P Warrants Available for Pick Up
9	10	11	12	13	14	15	28	11:45am	Cutoff for FY 18-19 Deposits made at the County Treasury Division (70 W. Hedding) (Community College Districts)
16	17	18	19	20	21	22	28		Last day for FY 18-19 Deposits to be made at Wells Fargo
23	24	25	26	27	28	29	28		Last DC's due from school districts to DBAS for FY 18-19
30							28		TF & TQ Transactions dated 6/28/19 moves cash between SACS funds
							29		TF & TQ Transactions dated 6/29/19 (7/1/19 – 7/11/19) moves cash between SACS funds
							30		TF & TQ Transactions dated 6/30/19 (7/12/19 – 8/30/19) does not move cash between SACS funds
July 2019							July		
S	M	Tu	W	Th	F	S	1		FY 19-20 A/P Module available
	1	2	3	4	5	6			Submit 2018-19 District & Charter Annual Attendance Reports via Principal Apportionment Data Collection Software files
7	8	9	10	11	12	13	2	10:00am	FY 19-20 A/P warrants available for pick up
14	15	16	17	18	19	20	4		Holiday – SCCOE Closed
21	22	23	24	25	26	27	8		Last 18-19 Controller Manual JVJ 12:00 Noon
28	29	30	31				11	9:00pm	Last Cash Transfers between SACS funds (Dated 6/30/19)
									Last Cash Transfers for deposit allocations for FY 18-19
							31	5:00pm	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
August 2019							August		
S	M	Tu	W	Th	F	S	9	9:00pm	Last day SCCOE to post transactions to FY 18-19
				1	2	3			Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's
4	5	6	7	8	9	10	15	5:00pm	SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			
September 2019							September		
S	M	Tu	W	Th	F	S	2		Holiday – SCCOE Closed
1	2	3	4	5	6	7	6	9:00 pm	Last District Journal Entries for FY 18-19 (Dated 6/30/19)
8	9	10	11	12	13	14	16	5:00pm	Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE; Gann Limit Resolution due to SCCOE
15	16	17	18	19	20	21	20		Districts & Charters submit 2018-19 Corrected P2 & Annual Attendance Reports via Principal Apportionment Data Collection Software files. Districts & Charters submit Audit Adjustments to CalPADS data, if applicable.
22	23	24	25	26	27	28			
29	30						30	5:00pm	FY 18-19 Ending Balances to be rolled into FY 19-20 Beginning Balances