



Santa Clara County Office of Education

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

Informational Bulletin

For Santa Clara School Districts

District Business and Advisory Services

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

Bulletin: 19-039

Date: June 17, 2019

To: District Chief Business Officers
District Fiscal Directors
District Personnel and Payroll Directors
Charter School Administrators

From: Nghia Do, District Business Advisor

Re: **Action Required:** Refunds Received from California State Teachers' Retirement System (CalSTRS)
Resulting from Data Conversion and Clean Up Efforts

The District Business and Advisory Services (DBAS) has now received the 1st group of refunds resulting from the CalSTRS data conversion clean up work that was completed during Spring 2019 (DBAS Bulletin 19-018). Attached is a listing, by district, of employer and member contributions as identified by CalSTRS.

In accordance with the attached report, DBAS has processed the total amount of employer and employee contributions due to each school district. Funds have been transferred to the following fund-objects:

- Dependent school districts: 010-9920
- Fiscally Accountable/Independent school districts: 010-9920
- Charter schools: payments were made through Automated Clearing House (ACH)

ACTION REQUIRED:



Districts and Charters:

1. The refund of the prior fiscal year employer contribution expenditures should be accounted for as a revenue in the current fiscal year (CSAM Procedure 560). Districts will be responsible for re-classifying the refund of the employer contributions to an appropriate revenue object code.
2. Districts must return the employee contributions to those individuals who were identified by CalSTRS as non-members.

Please distribute this memo within your District as deemed appropriate.

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