



Santa Clara County Office of Education

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County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts
District Business & Advisory Services

Bulletin: 20-033 [Revised]

Date: May 12, 2020

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: SCCOE 2019-20 Fiscal Year End Close Calendar [Revised]

Please be advised of the Santa Clara County Office of Education's 2019-20 Year End Close Schedule as attached. 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 | ACH | Last day to enter ACH for FY 19-20. Cutoff is at 12:00 PM Noon |
| 29-June | A/P Batches | Last day to enter A/P Batches for FY 19-20. Cutoff is at 9:00 PM |
| 30-June | Pick-up A/P warrants | FY 19-20 A/P Warrants available for pick up at 10:00 AM |
| | A/P Cancellations | Last day to Cancel A/P Warrants for FY 19-20. Cutoff is at 12:00 PM Noon |
| | TF, TP & TQ Transactions | FY 19-20 TF, TP & TQ Transactions through 6/30/20, 9:00PM (cash moves between SACS funds) use 6/26/20 posting date |
| | Cash Receipts Cutoff | Last day for FY 2019-20 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 19-20 by 12:00 PM Noon |
| | Cash Receipts Cutoff | Cutoff for Deposits made at the County Treasurer Division is 11:45 AM (Community College Districts) |
| 1-July | FY 20-21 A/P Module Available | Enter FY 20-21 A/P Batches |
| | Annual Attendance Reports | District and Charter Attendance Reports via principal Apportionment Data Collection Software files |
| 2-July | FY 20-21 A/P Warrants | FY 20-21 A/P Warrants available for pick up at 10:00 AM |
| 3-July | Holiday | SCCOE Closed |
| 9-July | Manual Controller JVJ | Last 19-20 transactions submitted to Controller's Office by manual JVJ 12:00 PM Noon |
| | TF, TP & TQ Transactions | FY 19-20 TF, TP & TQ transactions made between July 1 to July 9, 9:00 PM use posting date 6/29/20 (cash moves between SACS funds) |
| | Cash Transfers between SACS Funds | After July 9, 2020, 9:00 PM, all cash movement between funds (TF's) must use due to/due from |
| 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 19-20 | Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's. |
| 14-Aug | Bond Interest & Redemption (B I & R) | SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office |
| 4-Sept | TF & TP Transactions | FY 19-20 TF & TP transactions made between July 10 through September 4 use posting date 6/30/20 . TF's can be processed by using due to/due from transactions with different resources. |
| | Last District Entries processed for FY 19-20 | Last District Entries for FY 19-20 (posting date 6/30/20) |
| 7-Sept | Holiday | SCCOE Closed |
| 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 |
| 21-Sept | Attendance Report Corrections | Districts and Charters submit 2019-20 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 19-20 Ending Balances to be rolled into FY 20-21 Beginning Balances |

| June 2020 | | | | | | | June | | |
|----------------|----|----|----|----|----|----|-----------|---------|--|
| S | M | Tu | W | Th | F | S | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 26 | 12:00pm | Last day to enter ACH for FY 19-20 (K-12 Districts & JPA's) |
| | | | | | | | 29 | 9:00pm | Last day to enter A/P Batches for FY 19-20 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 30 | 10:00am | FY 19-20 A/P Warrants Available for Pick Up |
| | | | | | | | | 11:45am | Cutoff for FY 19-20 Deposits made at the County Treasury Division (70 W. Hedding) (Community College Districts) |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 12:00pm | Last DC's due from school districts to DBAS for FY 19-20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | Last day to cancel A/P warrants for FY 19-20 |
| 28 | 29 | 30 | | | | | | 9:00pm | Last day for FY 19-20 Deposits to be made at Wells Fargo TF, TP & TQ Transactions; use posting date 6/26/20 for Transactions through 6/30/20 (moves cash between SACS funds) |
| | | | | | | | | | |
| July 2020 | | | | | | | July | | |
| S | M | Tu | W | Th | F | S | | | |
| | | | 1 | 2 | 3 | 4 | 1 | | FY 20-21 A/P Module available |
| | | | | | | | | | Submit 2019-20 District & Charter Annual Attendance Reports via Principal Apportionment Data Collection Software files |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 10:00am | FY 20-21 A/P warrants available for pick up |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 3 | | Holiday – SCCOE Closed |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 9 | | Last 19-20 Controller Manual JVJ 12:00 PM Noon |
| 26 | 27 | 28 | 29 | 30 | 31 | | 9 | 9:00pm | Last Cash Transfers between SACS funds (using posting date 6/29/20) |
| | | | | | | | 9 | | TF, TP & TQ Transactions; use posting date 6/29/20 For transactions between 7/1/20 – 7/09/20 (moves cash between SACS funds) |
| | | | | | | | 31 | 5:00pm | Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE |
| August 2020 | | | | | | | August | | |
| S | M | Tu | W | Th | F | S | | | |
| | | | | | | 1 | 10 | 9:00pm | Last day SCCOE to post transactions to FY 19-20 Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 14 | 5:00pm | SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | |
| 30 | 31 | | | | | | | | |
| September 2020 | | | | | | | September | | |
| S | M | Tu | W | Th | F | S | | | |
| | | 1 | 2 | 3 | 4 | 5 | 4 | 9:00pm | Last District Entries for FY 19-20 (Dated 6/30/20) TF & TP Transactions; use posting date 6/30/20 For transactions between 7/10/20 – 9/4/20 (does not move cash between SACS funds) |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 7 | | Holiday – SCCOE Closed |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 15 | 5:00pm | Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE; Gann Limit Resolution due to SCCOE |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 21 | | Districts & Charters submit 2019-20 Corrected P2 & Annual Attendance Reports via Principal Apportionment Data Collection Software files. Districts & Charters submit Audit Adjustments to CalPADS data, if applicable. |
| 27 | 28 | 29 | 30 | | | | 30 | 5:00pm | FY 19-20 Ending Balances to be rolled into FY 20-21 Beginning Balances |