



*For Santa Clara County Districts*  
District Business & Advisory Services  
DBAS: (408) 453-6510

Bulletin: 21-005

Date: July 8, 2020  
To: District Chief Business Officers  
District Fiscal Directors  
From: Ann Redd-Oyedele, Senior District Business Advisor  
Re: Fiscal Year 2019-20 Year-End Closing Transactions

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The purpose of this bulletin is to summarize the transactions that District Business & Advisory Services (DBAS) will centrally post in each fiscally dependent school district's general ledger. In support of the year-end closing process, DBAS will post the following transactions for fiscal year 2019-20.

- **Second (P2) Principal Apportionment**

The California Department of Education apportionment letters, exhibits, and excel files are provided at: <http://www.cde.ca.gov/fg/aa/pa/pa1920.asp>

The related payment schedule which includes the P2 balance will be deferred from June to July 2020. DBAS set up accounts receivable and accounts payable entries on June 30, 2020. DBAS will relieve P-2 balance deferred amounts set up as accounts receivable and payable entries when the apportionments are received in July 2020. Fiscal year 2019-20 P-2 funding excel files can be found at the following link: <https://www.cde.ca.gov/fg/aa/pa/iassf19p2.asp>

- **Third Quarter Lottery**

DBAS posted the third quarter (Q3) lottery apportionments on June 26, 2020.

- **Fourth Quarter Lottery**

Districts are responsible for accruing fourth quarter (Q4) lottery accounts receivable. Lottery funding is based on the annual ADA for the current year. However, since annual ADA is not available until after the fiscal year ends, lottery funding is initially allocated using the prior year's annual ADA and adjusted in the subsequent fiscal year. The California Department of Education recommends accruals for the fourth quarter to be \$24.33 per ADA for the unrestricted lottery apportionment and \$25.76 per ADA for the Proposition 20 apportionment. <https://www.cde.ca.gov/fg/aa/lo/lottrevpro2021ltr1.asp>

- **Fourth Quarter Interest**

DBAS will post the fourth quarter interest accounts receivable/payable by July 31, 2020.

- **Education Protection Account (EPA) – Fourth Quarter Apportionment**  
DBAS will accrue the fourth quarter EPA apportionments for Districts in fiscal year 2019-20 with a posting date of June 30, 2020 and relieve the accrual in fiscal year 2020-21 when the apportionment is received in July 2020.
- **Special Education Final Apportionments, Adjustments, and Accruals**  
DBAS will post these transactions. During August, the SELPA Administrative Units will prepare the fiscal year's final adjustment entries for Special Education State Aid and SCCOE Excess Property Tax transfers (object 8097). At that time, the SELPA Administrators also will instruct districts on the preparation of fiscal year 2019-20 accruals related to federal funds.

Please contact me at (408) 453-6593, your District Business Advisor, or our Director with any questions.

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