



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: 21-036

Date: April 16, 2021

To: District Fiscal Directors  
Charter School Administrators

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: SCCOE 2020-21 Fiscal Year End Close Calendar

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Please be advised of the Santa Clara County Office of Education's 2020-21 Fiscal 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
25-June	ACH	Last day to enter ACH for FY 20-21. Cutoff is at 12:00 PM Noon
29-June	Cash Receipts Cutoff	Cutoff for Deposits made at the County Treasurer Division is 11:45 AM ( <b>Community College Districts only</b> )
	A/P Batches	Last day to enter A/P Batches for FY 20-21. Cutoff is at 9:00 PM
30-June	A/P Cancellations	Last day to <b>Cancel A/P Warrants</b> for FY 20-21. Cutoff is at 12:00 PM Noon
	TF, TP & TQ Transactions	FY 20-21 TF, TP & TQ Transactions made <b>between June 28 to June 30, 9:00 PM</b> (cash moves between SACS funds) <b>use 6/28/21 posting date</b>
	Cash Receipts Cutoff	Last day for <b>school districts</b> FY 2020-21 deposits to be made at Wells Fargo at 2PM
	Pick-up A/P warrants	FY 20-21 A/P Warrants available for pick up at 10:00 AM
1-July	FY 21-22 A/P Module Available	Enter FY 21-22 A/P Batches
2-July	FY 21-22 A/P Warrants	FY 21-22 A/P Warrants available for pick up at 10:00 AM
<b>5-July</b>	<b>Holiday</b>	<b>SCCOE Closed</b>
8-July	Manual Controller JVJ	Last 20-21 transactions submitted to Controller’s Office by manual JVJ 12:00 PM Noon
	TF, TP & TQ Transactions	FY 20-21 TF, TP & TQ transactions made <b>between July 1 to July 8, 9:00 PM use posting date 6/29/21</b> (cash moves between SACS funds) <b>(Between July 9 to Sept 7, 9:00 PM use posting date 6/30/21)</b>
	Cash Transfers between SACS Funds	<b>After July 8, 2021, 9:00 PM, all cash movement between funds (TF’s) must use due to/due from.</b>
30-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 20-21	Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO’s.
13-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
<b>6-Sept</b>	<b>Holiday</b>	<b>SCCOE Closed</b>
7-Sept	TF & TP Transactions	FY 20-21 TF & TP transactions made <b>between July 9 to September 7, 9:00 PM use posting date 6/30/21</b> . TF’s can be processed by using due to/due from for transactions with different resources.
	Last District Entries processed for FY 20-21	Last District Entries for FY 20-21 (posting date 6/30/21)
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	Audit Adjustment to CALPADS	Districts & Charters submit Audit Adjustments to CALPADS data, if applicable.
30-Sept	Ending Balances Rolled	FY 20-21 Ending Balances to be rolled into FY 21-22 Beginning Balances

June 2021							June		
S	M	Tu	W	Th	F	S			
		1	2	3	4	5	25	12:00pm	Last day to enter ACH for FY 20-21 (K-12 Districts & JPA's)
							29	11:45am	Cutoff for FY 20-21 Deposits made at the County Treasury Division (70 W. Hedding) ( <b>Community College Districts only</b> )
6	7	8	9	10	11	12	29	9:00pm	Last day to enter A/P Batches for FY 20-21
13	14	15	16	17	18	19	30	10:00am	FY 20-21 A/P Warrants Available for Pick Up
20	21	22	23	24	25	26	30	12:00pm	Last day to cancel A/P warrants for FY 20-21
27	28	29	30				30	2:00 pm	Last day for <b>school districts</b> FY 20-21 Deposits to be made at Wells Fargo
							30	9:00pm	TF, TP & TQ Transactions; <b>use posting date 6/28/21 for Transactions between 6/28/21 - 6/30/21</b> (moves cash Between SACS funds)
July 2021							July		
S	M	Tu	W	Th	F	S			
				1	2	3	1		FY 21-22 A/P Module available
							2	10:00am	FY 21-22 A/P warrants available for pick up
4	5	6	7	8	9	10	5		<b>Holiday – SCCOE Closed</b>
11	12	13	14	15	16	17	8		Last 20-21 Controller Manual JVJ 12:00 PM Noon
18	19	20	21	22	23	24	8	9:00pm	Last Cash Transfers between SACS funds ( <b>after 7/8/21, all movement between funds (TF's) must use due to/due from</b> )
25	26	27	28	29	30	31	9		TF, TP & TQ Transactions; <b>use posting date 6/29/21 For transactions between 7/1/21 – 7/8/21</b>
							30	5:00pm	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
August 2021							August		
S	M	Tu	W	Th	F	S			
1	2	3	4	5	6	7	10	9:00pm	Last day SCCOE to post transactions to FY 20-21 Exceptions after this date will be clearly communicated to District Fiscal Directors/CBOs
8	9	10	11	12	13	14	13	5:00pm	SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31							
September 2021							September		
S	M	Tu	W	Th	F	S			
			1	2	3	4	6		<b>Holiday – SCCOE Closed</b>
5	6	7	8	9	10	11	7	9:00pm	Last District Entries for FY 20-21 (Dated 6/30/21) TF & TP Transactions; <b>use posting date 6/30/21 For transactions between 7/9/21 – 9/7/21</b> (TF's can be processed by using due to/due from for transactions with different resources)
12	13	14	15	16	17	18	15	5:00pm	Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE; Gann Limit Resolution due to SCCOE
19	20	21	22	23	24	25	21		Districts & Charters submit Audit Adjustments to CALPADS data, if applicable.
26	27	28	29	30			30	5:00pm	FY 20-21 Ending Balances to be rolled into FY 21-22 Beginning Balances