



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: 22-028

Date: April 22, 2022

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: SCCOE 2021-22 Fiscal Year End Close Calendar

Please be advised of the Santa Clara County Office of Education's 2021-22 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
20-June	Holiday	SCCOE Closed
24-June	ACH	Last day to enter ACH for FY 21-22. Cutoff is at 12:00 PM Noon
28-June	TF, TP & TQ Transactions	FY 21-22 TF, TP & TQ Transactions made between June 28 to June 30, 9:00 PM (cash moves between SACS funds) use 6/28/22 posting date
29-June	Cash Receipts Cutoff	Cutoff for Deposits made at the County Treasurer Division is 11:45 AM (Community College Districts only)
	A/P Batches	Last day to enter A/P Batches for FY 21-22. Cutoff is at 9:00 PM
30-June	A/P Cancellations	Last day to Cancel A/P Warrants for FY 21-22. Cutoff is at 12:00 PM Noon
	Cash Receipts Cutoff	Last day for school districts FY 2021-22 deposits to be made at Wells Fargo at 2PM
	Pick-up A/P warrants	FY 21-22 A/P Warrants available for pick up at 10:00 AM
1-July	FY 22-23 A/P Module Available	Enter FY 22-23 A/P Batches
	TF, TP & TQ Transactions	FY 21-22 TF, TP & TQ transactions made between July 1 to July 14, 9:00 PM use posting date 6/29/22 (cash moves between SACS funds)
4-July	Holiday	SCCOE Closed
5-July	FY 22-23 A/P Warrants	FY 22-23 A/P Warrants available for pick up at 10:00 AM
14-July	Manual Controller JVJ	Last 21-22 Controller Manual JVJ 12:00 Noon
15-July	Cash Transfers between SACS Funds	After July 14, 2022, 9:00 PM, all cash movement between funds (TF's) must use due to/due from. (Between July 15 to Sept 7, 9:00 PM use posting date 6/30/22) TF's can be processed by using due to/due from for transactions with different resources
29-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 21-22	Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's.
15-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
5-Sept	Holiday	SCCOE Closed
7-Sept	Last District Entries processed for FY 21-22	Last District Entries for FY 21-22 (posting date 6/30/22)
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 21-22 Ending Balances to be rolled into FY 22-23 Beginning Balances

June 2022							June	
S	M	Tu	W	Th	F	S	20	Holiday – SCCOE Closed
			1	2	3	4	24 12:00pm	Last day to enter ACH for FY 21-22 (K-12 Districts & JPA's)
5	6	7	8	9	10	11	28	TF, TP & TQ Transactions; use posting date 6/28/22 for Transactions between 6/28/22 - 6/30/22 (moves cash Between SACS funds)
12	13	14	15	16	17	18	29 11:45am	Cutoff for FY 21-22 Deposits made at the County Treasury Division (70 W. Hedding) (Community College Districts only)
19	20	21	22	23	24	25	29 9:00pm	Last day to enter A/P Batches for FY 21-22
26	27	28	29	30			30 10:00am	FY 21-22 A/P Warrants Available for Pick Up
							30 12:00pm	Last day to cancel A/P warrants for FY 21-22
							30 2:00 pm	Last day for school districts FY 21-22 Deposits to be made at Wells Fargo
July 2022							July	
S	M	Tu	W	Th	F	S	1	FY 22-23 A/P Module available TF, TP & TQ Transactions; use posting date 6/29/22 For transactions between 7/1/22 – 7/14/22
					1	2	4	Holiday – SCCOE Closed
3	4	5	6	7	8	9	5 10:00am	FY 22-23 A/P warrants available for pick up
10	11	12	13	14	15	16	14 12:00 PM Noon	Last 21-22 Controller Manual VJ
17	18	19	20	21	22	23	14 9:00pm	Last Cash Transfers between SACS funds (after 7/14/22, all movement between funds (TF's) must use due to/due from)
24	25	26	27	28	29	30	15	TF & TP Transactions; use posting date 6/30/22 For transactions between 7/15/22 – 9/7/22 (TF's can be processed by using due to/due from for transactions with different resources)
31							29 5:00pm	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
August 2022							August	
S	M	Tu	W	Th	F	S	9 9:00pm	Last day SCCOE to post transactions to FY 21-22 Exceptions after this date will be clearly communicated to District Fiscal Directors/CBOs
	1	2	3	4	5	6	15 5:00pm	SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					
September 2022							September	
S	M	Tu	W	Th	F	S	5	Holiday – SCCOE Closed
				1	2	3	7 9:00pm	Last District Entries for FY 21-22 (Dated 6/30/22)
4	5	6	7	8	9	10	15 5:00pm	Unaudited Actuals (Financial Reports) and DAT Files due to SCCOE; Gann Limit Resolution due to SCCOE
11	12	13	14	15	16	17	21	Districts & Charters submit Audit Adjustments to CALPADS data, if applicable.
18	19	20	21	22	23	24	30 5:00pm	FY 21-22 Ending Balances to be rolled into FY 22-23 Beginning Balances
25	26	27	28	29	30			