For Santa Clara County Districts

District Business & Advisory Services
Susan Ady: Director- DBAS: 408-453-6883

Bulletin: 23-004

Date: August 5, 2022

To: District Chief Business Officers
          District Fiscal Directors
          Charter School Administrators

From: Susan Ady, Director, DBAS

Re: 2022-23 Calendar of Common Fiscal Reporting Deadlines

Provided below is a consolidated calendar of important deadlines for Fiscal Year 2022-23. Please distribute this information within your District as deemed appropriate.

Santa Clara County 🔆 Office of Education

Calendar of Common Fiscal Reporting Deadlines (not all inclusive)
2022 -2023

	DUE	ITEM	DESCRIPTION
July 2022	7/1	[Unused Site Report](#)	The Certification of Unused Sites (Form SAB 423) and the Modification of Unused Site Status (Form SAB 424) are due to the Office of Public School Construction (OPSC) annually by July 1. While the deadline has passed, the OPSC is still accepting forms through August 1, 2022.
		[Budget](#)	District adopts budget and submits to County Office of Education (COE) for review
			Charter adopts budget and files with chartering authority and COE
		[Local Control and Accountability Plan (LCAP)](#)	District adopts LCAP and submits to COE for review
			Charter adopts LCAP and files with chartering authority and COE
		Attendance	Annual Average Daily Attendance (ADA) / P2 Correction- Principal Apportionment Data Collection (PADC) files due from districts to COE
			Board approved district and charter 2022-23 Attendance Calendars due to COE
	7/4	*Independence Day*	*SCCOE Closed*
	7/14	Last Interfund Cash Transfers for 2021-22	9:00 PM - Last day 2021-22 transactions will be sent to County Treasurer. All cash movement between funds after 9:00 PM must be processed via journal entries using due to - due from transactions.
	7/15	[Federal Stimulus Reporting](#)	Quarterly Reporting for ESSER I, ESSER II, ESSER III, GEER, HCY, and ELO-G Summer Quarter Reporting Period 4/1/2022-6/30/2022. Reporting window opens on 6/23/2022. Deadline 7/15/2022
	7/20	[2022-23 Advance Apportionment](#)	Certification of the 2022-23 Advanced Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website.
	7/31	[Classified School Employee Summer Assistance Program](#)	Local Education Agency (LEA) request for payment from CDE – July 31 following each school year in which withholdings are made.
	7/31	[FY 2021 ESSA, CSI, and LEA Subgrant Reporting](#)	Reporting Data Funding Plan Adjustment, Budget Summary, Expenditures. Performance Period: 3/14/2022-6/30/2022
	7/31	[Federal Cash Management Data Collection](#)	Reporting Period 1. Reporting window opens on July 10. Deadline July 31
August 2022	8/1	Pupil Estimates for New or Significantly Expanding Charters (PENSEC)	2022-23 PENSEC signed certifications due to CDE
	8/9	District Business and Advisory Services (DBAS) Posting Deadline	Last Day for DBAS to post to districts 2021-22 General Ledger (GL). Exceptions after this date will be clearly communicated to District Fiscal Directors/Chief Business Officers (CBOs)
	8/15	Bond Interest & Redemption (BI&R)	BI&R Reports to be distributed to the districts
	8/15	[LCAP](#)	On or before August 15, of each year, the county superintendent of schools may seek clarification, in writing, from the governing board of a school district about the contents of the LCAP or annual update to the LCAP. Within 15 days the governing board of a school district shall respond, in writing, to requests for clarification.
	8/26	[California Longitudinal Pupil Achievement Data System (CALPADS)](#)	CALPADS End of Year (EOY) 1, 2, 3, & 4 submission window opens 6/2/2022. District Certification deadline 8/26/2022; No amendment window
	8/30	[Mandated Cost Block Grant](#)	Application for the Mandated Cost Block Grant Due to CDE

	9/5	Labor Day	SCCOE Closed
September 2022		Sufficiency of Instructional Materials	Before the end of the eighth week for the first day pupils attend school, LEAs must hold a public hearing and approve a resolution determining each pupil has sufficient instructional materials.
	9/7	2021-22 Cutoff	Cutoff for 2021-22 transactions in Quintessential Control Center (QCC)
	9/12	Consolidated Application and Reporting system (CARS)	CARS 2022-23 Data Collection Spring version. Application window opens August 1 2022 Deadline to apply is September 12, 2022
	9/15	Unaudited Actuals to COE	Charter school unaudited actual data due to chartering authority and COE
	9/15	Unaudited Actuals including Form Gann	District unaudited actual data file, including Gann Resolution, due to COE
	9/15	Budget	COE approves, conditionally approves or disapproves district budgets and LCAPs
	9/30	FY 2019-20 ESSA Expires	September 30, 2022 (funds expiration date changed due to the Federal Funding Flexibility Waiver [granted September 10, 2021]).
	9/30	ESSER I and GEER I	The deadline to obligate ESSER I and GEER I funds is September 30. The Fall Quarter Reporting will collect obligation data.
	9/30	Educator Effectiveness	As a condition of apportionment, submit an annual data report and an annual expenditure report detailing information to the California Department of Education (CDE), including, but not limited to, specific purchases made and the number of teachers, administrators, paraprofessional educators or classified staff that received professional development on or before September 30 of each year.
	TBD	2022-23 Special Advance Apportionment	Certification of the 2022-23 Special Advance Apportionment, based on PENSEC for newly operational and continuing charter schools adding grade levels, available on the CDE website.
October 2022	TBD	Audit Adjustments to CALPADS Data	District Certification of CALPADS Data for 2021/22
	10/1	Prior Year ADA Corrections	District will forward to COE prior year attendance corrections
	10/3	CALPADS	Audit Adjustments due to CDE
	10/6	CALPADS	CALPADS Census Day
	10/8	Response due from District to COE for District with a Conditional Approval or Disapproval of the Adopted Budget	If the school district's budget is conditionally approved or disapproved by the county superintendent of schools, the school district governing board, in conjunction with the county superintendent will review the county superintendent's recommendations at a regular meeting of the board and respond to those recommendations, including any revisions to the adopted budget and other proposed actions to be taken, if any.
	10/8	LCAP	Final date for COE to approve or disapprove district LCAPs
	10/14	Federal Stimulus Reporting	Quarterly Reporting for ESSER I, ESSER II, ESSER III, GEER, HCY, and ELO-G Fall Quarter Reporting Period 7/1/2022-9/30/2022, Reporting window opens on 9/26/2022. Deadline 10/14/2022
	10/31	Comprehensive Support and Improvement (CSI) LEA Subgrant Reporting	Report on CSI Plan Approval and Adoption Dates and Expenditures form 7/1/2022 - 9/30/2022
	10/31	Federal Cash Management Data Collection	Reporting Period 2. Reporting window opens October 10. Deadline October 31
November 2022	11/1	Independent Study Requirement Certification for the Attendance Yield Calculation	The California Department of Education intends to include the self-certification as part of the Principal Apportionment Data Collection Web Application no later than September 30, 2022, and school districts and COEs will have until November 1, 2022, to complete the certification. Note that charter schools do not need to complete the certification to be eligible to apply the COVID-19 ADA relief.
	11/11	Veterans Day	SCCOE Closed
	11/24 & 11/25	Thanksgiving Holiday	SCCOE Closed

December 2022	12/15	First Interim	Charter school First Interim Report due to chartering authority and COE
			District First Interim Report due to COE for period ending October 31
		Audit	District prior year audit (2021-22) due to COE, SSPI, and State Controller
			Charter school prior year audit (2021-22) due to chartering authority, COE, SSPI, and State Controller
	12/16	CALPADS	Fall 1 submission window opens 10/6/2022. District certification deadline 12/16/2022; amendment window 12/17/2022 through 1/28/2023
	12/23, 12/26, 12/30	*Winter Holiday*	*SCCOE Closed*
January 2023	*1/2*	*New Years Day*	*SCCOE Closed*
	1/6	Attendance	P1 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by December 31
	1/16	*MLK Day*	*SCCOE Closed*
	1/13	1099 Sign Off	Last day for districts to submit 1099's Sign Off form
	TBD	Consolidated Application	The Winter release of the ConApp is submitted via CARS from mid-January to the end of February each year and contains the LEA entitlements for each funded program. For each federal program entitlement, LEAs allocate funds for the program as indicated by the program requirements.
	1/13	Federal Stimulus Reporting	Quarterly Reporting for ESSER I, ESSER II, ESSER III, GEER, HCY, and ELO-G Winter Quarter Reporting Period (For ESSER I & GEER Corrections up to 9/30/2022) 10/1/2022-9/30/2022 Reporting window opens on 12/14/2022. Deadline 1/13/2023
	1/25	1099 forms available	Approximate date for availability of 1099's
	1/31	Federal Cash Management Data Collection	Reporting Period 3. Reporting window opens January 10. Deadline January 31
	1/31	Annual Audit	The governing body of each LEA shall review, at a public meeting, the annual audit of the LEA for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or management letter issue.
February 2023	2/1	School Accountability Report Card (SARC)	The SARCs must be published and submitted to the CDE no later than February 1 of each year, and are considered current through January 31 the following year.
	2/17 & 2/20	*Presidents Day*	*SCCOE Closed*
	2/13	1095-C	Final Edits/Submissions of 1095-C's due to Technology & Data Services Dept. (TDSD)
	2/17	2022-23 First Principal Apportionment (P1)	Certification of the 2022-23 First Principal (P1) Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website
	2/24	1095-C	Approximate date for availability of 1095-C's
	2/28	CSI LEA Subgrant Reporting	Expenditures Report for Performance period 10/1/2022 - 1/31/2023
March 2023	TBD	Audit Adjustments to CALPADS Data	District Certification of CALPADS Data for 2022/23
	3/1	Comprehensive School Safety Plan (CSSP)	The law requires that each school update and adopt its CSSP by March 1 annually. It requires that the school district or COE approve CSSPs. Ed Code does not specify a date by which the safety plan must be approved by the district; however, the school district or COE must annually notify the CDE by October 15 of any school(s) that have not complied with requirements.
	3/1	Prior Year ADA Corrections	District will forward to COE prior year attendance corrections
	3/4	CALPADS	Annual ADA - Principal Apportionment Data Collection files due from districts to COE
	TBD	Consolidated Application and Reporting system	CARS Winter 2022-23 Data Collection
	3/15	Second Interim	Charter School Second Interim Report for period ending January 31

Mar-23	3/15	Audit Corrections Due to COE	Board Approved District Audit Corrections submitted to COE
	3/17	Second Interim	District Second Interim Report due to COE for period ending January 31
	3/31	Auditor Selection	Current Year Audit - Deadline to submit Auditor Selection form from District to COE
April 2023	4/1	Classified School Employee Summer Assistance Program	Reporting Window opens March 1 - Deadline for LEA notification to the CDE of Election to Participate – April 1 each year in which funds are appropriated
	4/1	Home-to-School Transportation	Transportation Plan adopted by governing board and up-dated annually
	4/14	Federal Stimulus Reporting	Quarterly Reporting for ESSER II, ESSER III, HCY, and ELO-G. Spring Quarter Reporting Period 1/1/2023-3/31/2023. Reporting window opens on 3/20/2023. Deadline 4/14/2023
	4/22	Attendance	P2 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by April 15
	4/30	Federal Cash Management Data Collection	Reporting Period 4. Reporting window opens April 10. Deadline April 30
May	*5/26*	*Memorial Day*	*SCCOE Closed*
June 2023	6/1	Third Interim	Due to COE, State Superintendent and State Controller if a district or COE is certified as qualified or negative second interim; a financial statement that covers the financial and budgetary status of the district or county office for the period ending April 30 and projects fund and cash balances as of June 30.
	6/19	*Juneteenth Day*	*SCCOE Closed*
	6/20	2022-23 Second Principal Apportionment (P2)	Certification of the 2022-23 Second Principal (P2) Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website
July 2023	7/1	Unused Site Report	The Certification of Unused Sites (Form SAB 423) and the Modification of Unused Site Status (Form SAB 424) are due to the Office of Public School Construction (OPSC) annually by July 1. While the deadline has passed, the OPSC is still accepting forms through August 1, 2023.
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	Mid July	2023-24 Advance Apportionment	Certification of the 2023-24 Advanced Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website
	TBD	Consolidated Application and Reporting system	CARS Data Collection
	7/31	ESSA CSI LEA Subgrant Reporting	Expenditures from 2/1/2023 - 6/30/2023
	7/31	Classified School Employee Summer Assistance Program	LEA request for payment from CDE – July 31 following each school year in which withholdings are made.
	7/31	Federal Cash Management Data Collection	Reporting Period 1. Reporting window opens on July 10. Deadline July 31

August 2023	8/1	PENSEC	2023-24 PENSEC for new or significantly expanding charter schools data and signed certifications due to CDE
	approx 8/8	DBAS Posting Deadline	Last Day for DBAS to post to districts 2022-23 GL. Exceptions after this date will be clearly communicated to District Fiscal Directors/CBOs
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