



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: 23-025

Date: May 10, 2023

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: SCCOE 2022-23 Fiscal Year End Close Calendar

Please be advised of the Santa Clara County Office of Education's 2022-23 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.

SCCOE 2022-23 Fiscal Year End Close Calendar

Please distribute this memo within your District as deemed appropriate.

DEADLINE	ITEM	DESCRIPTION
19-June	Holiday	SCCOE Closed
23-June	ACH	Last day to enter ACH for FY 22-23. Cutoff is at 12:00 PM Noon
28-June	TF, TP & TQ Transactions	FY 22-23 TF, TP & TQ Transactions made between June 28 to June 30, 9:00 PM (cash moves between SACS funds) use 6/28/23 posting date
29-June	Cash Receipts Cutoff	Cutoff for Deposits made at the County Treasurer Division is 11:45 AM (Community College Districts only), Final day for FY 22-23 Deposits for Brinks pick-up.
	A/P Batches	Last day to enter A/P Batches for FY 22-23. Cutoff is at 9:00 PM
30-June	A/P Cancellations	Last day to Cancel A/P Warrants for FY 22-23. Cutoff is at 12:00 PM Noon
	Cash Receipts Cutoff	Last day for school districts FY 2022-23 deposits to be made at Wells Fargo at 5 PM Final day for FY 22-23 Desktop Scanner Deposit at 7:00 PM.
	Pick-up A/P warrants	FY 22-23 A/P Warrants available for pick up at 10:00 AM
3-July	FY 23-24 A/P Module Available	Enter FY 23-24 A/P Batches
	TF, TP & TQ Transactions	FY 22-23 TF, TP & TQ transactions made between July 1 to July 13, 9:00 PM use posting date 6/29/23 (cash moves between SACS funds)
4-July	Holiday	SCCOE Closed
5-July	FY 23-24 A/P Warrants	FY 23-24 A/P Warrants available for pick up at 10:00 AM
13-July	Manual Controller JVJ	Last 22-23 Controller Manual JVJ 12:00 Noon
13-July	Cash Transfers between SACS Funds	After July 13, 2023, 9:00 PM, all cash movement between funds (TF's) must use due to/due from. (Between July 14 to Sept 7, 9:00 PM use posting date 6/30/23) TF's can be processed by using due to/due from for transactions with different resources
31-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 22-23	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
4-Sept	Holiday	SCCOE Closed
7-Sept	Last District Entries processed for FY 22-23	Last District Entries for FY 22-23 (posting date 6/30/23)
15-Sept	Unaudited Actuals	Unaudited Actuals (Financial Reports) upload to SACS Web System due 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.
29-Sept	Ending Balances Rolled	FY 22-23 Ending Balances to be rolled into FY 23-24 Beginning Balances

SCCOE 2022-23 Fiscal Year End Close Calendar

June 2023							June		
S	M	Tu	W	Th	F	S	19	Holiday – SCCOE Closed	
				1	2	3	23 12:00pm	Last day to enter ACH for FY 22-23 (K-12 Districts & JPA's)	
4	5	6	7	8	9	10	28	TF, TP & TQ Transactions; use posting date 6/28/23 for Transactions between 6/28/23 - 6/30/23 (moves cash Between SACS funds)	
11	12	13	14	15	16	17	29 11:45am	Cutoff for FY 22-23 Deposits made at the County Treasury Division (70 W. Hedding) (Community College Districts only)	
18	19	20	21	22	23	24	29	Final day for FY 22-23 Deposits for Brinks pick-up	
25	26	27	28	29	30		29 9:00pm	Last day to enter A/P Batches for FY 22-23	
							30 10:00am	FY 22-23 A/P Warrants Available for pick-up	
							30 12:00pm	Last day to cancel A/P warrants for FY 22-23	
							30 5:00pm	Last day for school districts FY 22-23 Deposits to be made at Wells Fargo	
							30 7:00pm	Last day for FY 22-23 Desktop Scanner Deposit	
July 2023							July		
S	M	Tu	W	Th	F	S	3	FY 23-24 A/P Module available	
						1		TF, TP & TQ Transactions; use posting date 6/29/23 For transactions between 7/1/23 – 7/13/23	
2	3	4	5	6	7	8	4	Holiday – SCCOE Closed	
9	10	11	12	13	14	15	5 10:00am	FY 23-24 A/P warrants available for pick up	
16	17	18	19	20	21	22	13	Last 22-23 Controller Manual JVJ 12:00 PM Noon	
23	24	25	26	27	28	29	13 9:00pm	Last Cash Transfers between SACS funds (after 7/13/23, all movement between funds (TF's) must use due to/due from)	
30	31						15	TF & TP Transactions; use posting date 6/30/23 For transactions between 7/14/23 – 9/7/23 (TF's can be processed by using due to/due from for transactions with different resources)	
							31 5:00pm	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE	
August 2023							August		
S	M	Tu	W	Th	F	S	9	9:00pm	Last day SCCOE to post transactions to FY 22-23
		1	2	3	4	5			Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's
6	7	8	9	10	11	12	15	5:00pm	SCCOE to distribute B I & R Information to Districts contingent upon receipt from the County Controller's Office
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					
September 2023							September		
S	M	Tu	W	Th	F	S	4	Holiday – SCCOE Closed	
					1	2	7 9:00pm	Last District Entries for FY 22-23 (Dated 6/30/23)	
3	4	5	6	7	8	9	15	5:00pm	Unaudited Actuals (Financial Reports) uploaded to the SACS Web System; Gann Limit Resolution due to SCCOE
10	11	12	13	14	15	16	21		Districts & Charters submit Audit Adjustments to CALPADS data, if applicable.
17	18	19	20	21	22	23	29	5:00pm	FY 22-23 Ending Balances to be rolled into FY 23-24 Beginning Balances
24	25	26	27	28	29	30			