



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

Bulletin: 25-003

Date: July 19, 2024  
To: District Chief Business Officers  
District Fiscal Directors  
From: Ann Redd-Oyedele, Senior District Business Advisor  
Re: Fiscal Year 2023-24 Year-End Closing Transactions

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The purpose of this bulletin is to summarize the transactions that District Business & Advisory Services (DBAS) centrally posts to each fiscally dependent school district's general ledger. In support of the year-end closing process, DBAS posted the following transactions to fiscal year 2023-24.

- **Second Principal (P2) Apportionment**

The California Department of Education (CDE) apportionment letters, exhibits, payment schedules, and Excel files are provided at: <http://www.cde.ca.gov/fg/aa/pa/pa2324.asp>

The related payment schedule which includes the P2 balance was posted to the CDE website on June 19, 2024, and credited to districts on June 26, 2024. Fiscal year 2023-24 P-2 funding excel files can be found at the following link:

<https://www.cde.ca.gov/fg/aa/pa/iassf23p2.asp>

- **Third Quarter Lottery**

DBAS posted third quarter (Q3) lottery apportionments on June 26, 2024.

- **Fourth Quarter Lottery**

Districts are responsible for accruing fourth quarter (Q4) lottery accounts receivable for fiscal year 2023-24. 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 (CDE) recommends accruals for the fourth quarter to be \$33.24 per ADA for the unrestricted lottery apportionment and \$31.71 per ADA for the Proposition 20 apportionment. Please see the following link for more information:

<https://www.cde.ca.gov/fg/aa/lo/lottrevpro2324ltr1.asp>.

After lottery funds are received from the County Controller's Office, DBAS will post revenue amounts to the general ledger as unrestricted and restricted fund/resource/object codes using the Standardized Account Code Structure (SACS) as follows:

- Unrestricted – 010-1100-0-8560
- Restricted - 060-6300-0-8560

**Districts will need to post Journal Entries (JE's) to relieve the revenue amounts to prior-year receivables and/or payables using object codes 9209 and/or 9519.**

- **Fourth Quarter Interest**  
DBAS will post the fourth quarter interest accounts receivable/payable amounts for fiscal year 2023-24 to the general ledger on or around July 31, 2024, and relieve the entries as unrestricted and restricted fund/resource/object codes in fiscal year 2024-25 using the SACS as follows:
  - Object Code 9209 and 8660 for all funds
- **Education Protection Account (EPA) – Fourth Quarter Apportionment**  
Districts are responsible for accruing fourth quarter (Q4) EPA accounts receivable for fiscal year 2023-24. Payment is expected no later than August, 2024, and DBAS will post revenue amounts to the general ledger as unrestricted fund/resource/object codes using the SACS coding as follows:
  - Unrestricted – 010-1400-0-8012

**Districts will need to post Journal Entries (JE’s) to relieve the revenue amounts to prior-year receivables and/or payables using object codes 9209 and/or 9519.**

Please see the following link for more information:

<https://www.cde.ca.gov/fg/aa/pa/epaltr23q4.asp>

- **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 2023-24 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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