



Santa Clara County Office of Education

Dr. Charles Hinman
Interim County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts
District Business & Advisory Services

Bulletin: 25-025

Date: April 25, 2025

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: Santa Clara County Office of Education 2024-25 Fiscal Year End Close Calendar

Please be advised of the Santa Clara County Office of Education's 2024-25 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. We have limited flexibility and appreciate your efforts to comply with this schedule.

Please distribute this memo within your District as deemed appropriate.

Santa Clara County Office of Education 2024-25 Fiscal Year End Close Calendar

DEADLINE	ITEM	DESCRIPTION
19-June	Holiday	Santa Clara County Office of Education (SCCOE) is closed
26-June	cash transfer (TF), payroll transfer (TP) & payroll transfer cross fund (TQ)	FY 2024-25 TF, TP & TQ Transactions made between June 26 to June 30, 9:00 PM (cash moves between standardized account code structure (SACS funds)) use 6/26/25 posting date
27-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 2024-25 Deposits for Brinks pick-up.
	Accounts Payable (A/P) Batches	Last day to enter A/P batches for FY 2024-25. The cutoff is at 9:00 PM
30-June	A/P Cancellations	Last day to Cancel A/P Warrants for FY 2024-25. The cutoff is at 12:00 PM (noon)
	Cash Receipts Cutoff	Last day for school districts FY 2024-25 deposits to be made at J.P. Morgan Chase at 5 PM Final day for FY 2024-25 desktop scanner deposit is at 7:00 PM.
	Pick-up A/P warrants	FY 2024-25 A/P warrants available for pickup is at 10:00 AM
1-July	FY 2025-26 A/P Module Available	Enter FY 2025-26 A/P batches
	TF, TP & TQ Transactions	FY 2024-25 TF, TP & TQ transactions made between July 1 to July 11 @ 11:00 AM use posting date 6/27/25 (cash moves between Standardized Account Code Structure (SACS) funds)
2-July	FY 2025-26 A/P Warrants	FY 2025-26 A/P warrants available for pick up at 10:00 AM
4-July	Holiday	SCCOE is closed
11-July	Manual Controller Journal Voucher (JVJ)	Last FY 2024-25 Controller Manual JVJ 12:00 PM (noon)
11-July	Cash Transfers between SACS Funds	After July 11, 2025, at 11:00 AM, all cash movement between funds (TF's) must use due to/due from. (Between July 11 @ 11:00 AM to Sept 9, 9:00 PM use posting date 6/30/25) 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
8-August	Last Day SCCOE to post transactions for FY 2024-25	Exceptions after this date will be clearly communicated to District Fiscal Directors/CBOs.
15-August	Bond Interest & Redemption (BI&R)	SCCOE to distribute BI&R Information to Districts contingent upon receipt from the County Controller's Office
1-September	Holiday	SCCOE is closed
9-September	Last District Entries processed for FY 2024-25	Last district entries for FY 2024-25 (posting date 6/30/25)
15-September	Unaudited Actuals	Unaudited Actuals (financial reports) deadline to upload to the SACS Web System due by 5:00 PM
	Gann Limit Resolutions	Due to SCCOE by 5:00 PM
DEADLINE	ITEM	DESCRIPTION
24-September	Audit Adjustment to California Longitudinal Pupil Achievement Data System (CALPADS)	Districts & Charters submit audit adjustments to CALPADS data, if applicable
30-September	Ending Balances Rolled	FY 2024-25 Ending Balances to be rolled into FY 2025-26 beginning balances

Santa Clara County Office of Education 2024-25 Fiscal Year End Close Calendar

June 2025							June	
S	M	Tu	W	Th	F	S	19	Holiday – SCCOE is closed
1	2	3	4	5	6	7	26	TF, TP & TQ Transactions; use posting date 6/26/25 for transactions between 6/26/25 - 6/30/25 @ 9:00 PM (move cash between SACS funds)
8	9	10	11	12	13	14	27 11:45 AM	Cutoff for FY 2024-25 deposits made at the County Treasury Division (Community College District Only)
15	16	17	18	19	20	21	27 9:00 PM	Last day to enter A/P Batches for FY 2024-25
22	23	24	25	26	27	28	27	Final Day for FY 2024-25 deposits for Brinks pick-up
29	30						30 10:00 AM	FY 2024-25 A/P warrants available for pick-up
							30 12:00 PM	Last day to cancel A/P warrants for FY 2024-25
							30 5:00 PM	Last day for school districts FY 2024-25 deposits to be made at J.P. Morgan Chase Bank
							30 7:00 PM	Last day for FY 2024-25 desktop scanner deposit
July 2025							July	
S	M	Tu	W	Th	F	S	1	FY 2025-26 A/P Module available TF, TP & TQ Transactions; use posting date 6/27/25 for transactions between 7/1/25 – 7/11/25 @ 11:00 AM
		1	2	3	4	5	2 10:00 AM	FY 2024-25 A/P warrants available for pick-up
6	7	8	9	10	11	12	4	Holiday – SCCOE is closed
13	14	15	16	17	18	19	11	Last 2024-25 Controller Manual JVJ 12:00 PM noon
20	21	22	23	24	25	26	11 11:00 AM	Last Cash Transfers between SACS funds (after 7/11/25 at 11:00 AM, all movement between funds (TF's) must use due to/due from) TF & TP Transactions; use posting date 6/30/25 for transactions between 7/11/25 – 9/9/25 @ 9:00 PM (TF's can be processed by using due to/due from for transactions with different resources)
27	28	29	30	31			31 5:00 PM	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from SCCOE
August 2025							August	
S	M	Tu	W	Th	F	S	8 9:00 PM	Last day SCCOE to post transactions to FY 2024-25 Exceptions after this date will be clearly communicated to District Fiscal Directors/CBOs
					1	2	15 5:00 PM	SCCOE to distribute BI&R information to districts contingent upon receipt from the County Controller's Office
3	4	5	6	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 2025							September	
S	M	Tu	W	Th	F	S	1	Holiday – SCCOE is closed
	1	2	3	4	5	6	9 9:00 PM	Last district entries for FY 2024-25 (Dated 6/30/25)
7	8	9	10	11	12	13	15 5:00 PM	Unaudited Actuals (financial reports) uploaded to SACS Web System: Gann Limit Resolution due to SCCO
14	15	16	17	18	19	20	24	Districts & Charters submit audit adjustments to CALPADS data, if applicable.
21	22	23	24	25	26	27	30 5:00 PM	FY 2024-25 ending balances to be rolled into FY 2025-26 beginning balances
28	29	30						