



Santa Clara County Office of Education

Dr. David M. Toston, Sr.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts
District Business & Advisory Services

Bulletin: 26-025

Date: April 20, 2026

To: District Fiscal Directors
Charter School Administrators

From: Susan Ady, Director, District Business and Advisory Services

Re: Santa Clara County Office of Education 2025-26 Fiscal Year End Close Calendar

Please be advised of the Santa Clara County Office of Education's 2025-26 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 2025-26 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 2025-26 TF, TP & TQ Transactions made between June 26 to June 30, 5:00 PM (cash moves between standardized account code structure (SACS funds)) use <u>6/26/26 posting date</u>
26-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 2025-26 Deposits for Brinks pick-up.
	Accounts Payable (A/P) Batches	Last day to enter A/P batches for FY 2025-26. The cutoff is at 9:00 PM
29-June	Pick-up A/P warrant	FY 2025-26 A/P warrants available for pickup is at 10:00 AM
30-June	A/P Cancellations	Last day to Cancel A/P Warrants for FY 2025-26 . The cutoff is at (12:00 Noon)
	Cash Receipts Cutoff	Last day for school districts FY 2025-26 deposits to be made at J.P. Morgan Chase at 5:00 PM Final day for FY 2025-26 desktop scanner deposit is at 5:00 PM.
1-July	FY 2026-27 A/P Module Available	Enter FY 2026-27 A/P batches
	TF, TP & TQ Transactions	FY 2025-26 TF, TP & TQ transactions made between July 1 to July 15 at 5:00 PM use posting date <u>6/29/26</u> (cash moves between Controller's Funds)
2-July	FY 2026-27 A/P Warrants	FY 2026-27 A/P warrants available for pick up at 10:00 AM
3-July	Holiday	SCCOE is closed
15-July	Cash Transfers between Controller's Funds require due from and due to at 5:01 PM	<i>On July 15, 2026, at 5:01 PM, all cash movement between Controller's funds must use due from/due to</i>
15-July	TF's and JE	Between July 15 at 5:01 PM to Sept 10, 5:00 PM use posting date <u>6/30/26</u>
16-July	Manual Controller Journal Voucher (JVJ)	Last FY 2025-26 Controller Manual JVJ at (12:00 Noon)
31-July	Reconciliations	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from DBAS
7-August	Last Day DBAS to post transactions for FY 2025-26	Exceptions after this date will be clearly communicated to District Fiscal Directors/CBOs.
17-August	Bond Interest & Redemption (BI&R)	DBAS to distribute BI&R Information to Districts contingent upon receipt from the County Controller's Office
7-September	Holiday	SCCOE is closed
10-September	Last District Entries processed for FY 2025-26	Last district entries for FY 2025-26 at 5:00 PM (posting date <u>6/30/26</u>)
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 DBAS by 5:00 PM
30-September	Ending Balances Rolled	FY 2025-26 Ending Balances to be rolled into FY 2026-27 beginning balances

Santa Clara County Office of Education 2025-26 Fiscal Year End Close Calendar

June 2026						
S	M	Tu	W	Th	F	S
	1	2	2	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				

July 2026						
S	M	Tu	W	Th	F	S
			1	2	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	

August 2026						
S	M	Tu	W	Th	F	S
						1
2	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 2026						
S	M	Tu	W	Th	F	S
		1	2	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			

June	
19	Holiday – SCCOE is closed
26 5:00 PM	TF, TP & TQ Transactions; use posting date 6/26/26 for transactions between 6/26/26 - 6/30/26 at 5:00 PM (move cash between Controller’s funds)
26 11:45 AM	Cutoff for FY 2025-26 deposits made at the County Treasury Division (Community College District Only)
26 9:00 PM	Last day to enter A/P Batches for FY 2025-26
29 10:00 AM	FY 2025-26 A/P warrants available for pick-up
30 12:00 PM	Last day to cancel A/P warrants for FY 2025-26 at (12 Noon)
30 5:00 PM	Last day for school districts to make deposits for FY 2025-26 at J.P. Morgan Chase Bank
30 5:00 PM	Last day for FY 2025-26 desktop scanner deposit

July	
1 5:00 PM	FY 2026-27 A/P Module open TF, TP & TQ Transactions; use posting date 6/29/26 for transactions between 7/1/26 – 7/15/26 at 5:00 PM
2 10:00 AM	FY 2026-27 A/P warrants available for pick-up
3	Holiday – SCCOE is closed
15 5:01 PM	Cash transfer for movement between Controller’s funds (must use due from/due to) TF & TP Transactions; use posting date 6/30/26 for transactions between 7/15/26 at 5:01 PM – 9/10/26 at 5:00 PM
16 12:00 PM	Last FY 2025-26 Controller Manual JVJ at (12:00 Noon)
31 5:00 PM	Cash Balance by Fund, Interest by Fund and Cash Reconciliations provided to Districts from DBAS

August	
7 9:00 PM	Last day DBAS to post transactions for FY 2025-26 Exceptions after this date will be clearly communicated to District Fiscal Directors/CBOs
17 5:00 PM	DBAS to distribute BI&R information to districts contingent upon receipt from the County Controller’s Office

September	
7	Holiday – SCCOE is closed
10 5:00 PM	Last district entries for FY 2025-26 (Dated 6/30/26)
15 5:00 PM	Unaudited Actuals (financial reports) uploaded to SACS Web System: Gann Limit Resolution due to DBAS
30 5:00 PM	FY 2025-26 Ending Balances to be rolled into FY 2026-27 Beginning balances.