Santa Clara County Office of Education
Dr. David M. Toston, Sr.
County Superintendent of Schools

Informational Bulletin
For Santa Clara School Districts

District Business and Advisory Services

Bulletin: 26-033

Date: June 25, 2026

To: District Chief Business Officers
District Fiscal Directors

From: Reema Popli, Director - District Business Services
Jemil Dimaya, Advisor - District Business Services

Re: Fiscal Year 2025-26 Year-End Closing Transactions

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 will post the following transactions to fiscal year 2025-26.

Second Principal (P2) Apportionment

The California Department of Education apportionment letters, exhibits, payment schedules, and Excel files are available at this link https://www.cde.ca.gov/fg/aa/pa/pa2526.asp. DBAS will establish and relieve accounts receivable/payable for the June apportionment payment. For all local educational agencies (LEAs), except those with an approved deferral exemption, the June 2026 principal apportionment payment will be deferred and received in July 2026 pursuant to Education Code Section 14041.6.

Third Quarter Lottery

DBAS will post the third quarter (Q3) 2025-26 Lottery apportionment during June 2026.

Fourth Quarter Lottery

Districts are responsible for accruing fourth quarter (Q4) lottery revenue and the related accounts receivable at fiscal year-end. Lottery funding is based on average annual daily attendance (ADA) for the current year. Since annual ADA is not available until after the fiscal year-end, lottery funding is initially allocated using prior year ADA and subsequently adjusted in the following fiscal year. The California Department of Education provides annual guidance regarding recommended accrual rates for unrestricted (non-Proposition 20) and restricted (Proposition 20) Lottery revenues. Districts should refer to the Fiscal Year 2026-27 Lottery Revenue Projections and the 2025-26 Fourth Quarter Accrual letter issued by the California Department of Education for recommended accrual rates.

Note: The Fourth Quarter Accrual letter has not yet been released as of the date of this bulletin. Districts should monitor the CDE Lottery website at: https://www.cde.ca.gov/fg/aa/lo/.

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Fourth Quarter Interest

DBAS will post fourth quarter interest revenue and the related accounts receivable/payable entries during July and August 2026 after receiving final information from the County Controller-Treasurer Department.

Special Education Final Apportionments, Adjustments, and Accruals

DBAS will post applicable special education apportionments, adjustments, and accrual entries. During August 2026, the Special Education Local Plan Area (SELPA) Administrative Units will prepare final fiscal year 2025-26 adjustment entries for Special Education State Aid and Santa Clara County Office of Education (SCCOE) Excess Property Tax transfers (Object 8097). SELPA administrators will also provide districts with guidance regarding fiscal year-end accruals for applicable federal special education revenues.

In case of any questions, please contact your District Business Advisor or DBAS Director.

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