



District Business & Advisory Services

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Bulletin: 12-147

Date: June 13, 2012

To: District Fiscal Directors

From: Ann Redd, Business Advisor

Re: Fiscal Year End 2011-12 Critical Deadlines Reminder

The purpose of this e-mail is to remind you of the upcoming Critical Fiscal Year End Deadlines for the months of June 2012 through September 2012.

The first upcoming deadline is on **Friday, June 29, 2012**. The cutoff time for fiscal year 2011-12 deposits is 11:45 a.m. with the Tax Collector's Office Cashiering Unit or 5:00 p.m. with Bank of America on **Friday, June 29, 2012**. Deposits received after these cutoff times will be dated July 1, 2012 and treated as fiscal year 2012-13 revenue.

Please also be advised that the last day to make cash transfers between funds for fiscal year 2011-12 is on **Friday, July 13, 2012**. Transfers made between funds after July 13th must be set up as due to/due from.

I have attached the 2011-12 Fiscal Year End Calendar for your convenience.

Please distribute this memo within your District as deemed appropriate.

SCCOE 2011-12 Fiscal Year End Close Calendar – Revised May 10, 2012

June 2012							June	
S	M	T	W	T	F	S		
					1	2	29	Cash Receipt Cutoff; Last day for 2011-12 Deposits to be made at SCCOE & Bank of America
3	4	5	6	7	8	9	29 3:00 pm	Deadline to Cancel A/P Warrants for FY 11-12
10	11	12	13	14	15	16	29 5:00 pm	Deadline to enter A/P Batches for FY 11-12
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
July 2012							July	
S	M	T	W	T	F	S		
1	2	3	4	5	6	7	2 10:00am	Last A/P Warrant Pick Up for FY 11-12
8	9	10	11	12	13	14	2 5:00 pm	First A/P Batch for FY 12-13
15	16	17	18	19	20	21	4	SCCOE Closed – Holiday
22	23	24	25	26	27	28	5 10:00am	First A/P Warrant Pick up for FY 12-13
29	30	31					13 5:00 pm	Last Cash Transfers Between SACS Funds for FY 11-12 (Dated 6/30/12)
							31 5:00pm	Cash Balance by Fund, Interest By Fund and Cash Reconciliations provided to Districts
August 2012							August	
S	M	T	W	T	F	S		
			1	2	3	4	9 5:00pm	Last Day that SCCOE will post transactions. Exceptions after this date will be clearly communicated to the CFO
5	6	7	8	9	10	11	17 5:00pm	Distribute B I & R Information to Districts
12	13	14	15	16	17	18	31 5:00 pm	Last District Journal Entries for FY 11-12 (Dated 6/30/12).
19	20	21	22	23	24	25		
26	27	28	29	30	31			Important Note: (TSB will not be generating Fiscal Year End Reports unless otherwise notified by the district on this date. Contact the TSB Helpdesk at 408.453.6748 or http://accesspoint.sccoe.org/.
September 2012							September	
S	M	T	W	T	F	S		
						1	14 5:00pm	FY 11-12 Financial Reports Distributed to Districts By request only. See important Note on August 31st.
2	3	4	5	6	7	8	17 5:00pm	2011-12 Unaudited Actuals (Financial Reports) and DAT Files due to DBAS
9	10	11	12	13	14	15	17 5:00pm	Gann Limit Resolution due to DBAS
16	17	18	19	20	21	22	28 5:00pm	Beginning Balances rolled into 12-13 from 11-12 Ending Balances
23	24	25	26	27	28	29		
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