



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services
Judy Lee Kershaw: Director- DBAS: 408-453-6510

Bulletin: 20-007

Date: August 2, 2019

To: District Chief Business Officers
District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2019-20 Consolidated Calendar

Provided below is a consolidated calendar of important deadlines for Fiscal Year 2019-20. Please distribute this information within your District as deemed appropriate.



Fiscal Year 2019-20 Consolidated Calendar

	DUE	ITEM	DESCRIPTION	REFERENCE
July 2019	7/1	Local Control Accountability Plan (LCAP)	District adopts LCAP and submits to COE for review	Ed Code 52062(b)(2)
			Charter adopts LCAP and files with chartering authority and COE	Ed Code 47606.5
		Budget	District adopts budget and submits to COE for review	Ed Code 42127(a)(2)
			Charter adopts budget and files with chartering authority and COE	Ed Code 47604.33(a)(1)
		Attendance	Annual ADA - Principal Apportionment Data Collection files due from districts to COE	SCCOE deadline
			Board approved district and charter 2019-20 Attendance Calendars due to COE	SCCOE deadline
	7/4	Independence Day	SCCOE Closed	
	7/11	Last Interfund Cash Transfers for 2018-19	9:00 PM - Last day 2018-19 transactions will be sent to County Treasurer. All cash movement between funds after 9:00 PM must be processed via journal entries with due to - due from	SC County deadline
	7/15	Attendance	2018-19 Annual ADA - Principal Apportionment Data Collection files from COE to CDE	Ed Code 41601
	7/19	2019-20 Advance Apportionment	Certification of the 2019-20 Advance Apportionment for school districts, COEs, and continuing charter schools available on CDE website	CDE Calendar
7/31	PENSEC	2019-20 PENSEC for New or Significantly Expanding Charter Schools (adding a grade level or some other qualifying event) data and signed certifications due to CDE by LEA	CDE Calendar	
August 2019	8/9	DBAS Posting Deadline	Last Day for DBAS to post to Districts 2018-19 GL. Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's	SCCOE deadline
	8/15	Property Tax	2018-19 Annual Property Tax Report (J-29) due from COE to CDE	CDE Calendar
September 2019	9/2	Labor Day	SCCOE Closed	
	9/6	2018-19 Cutoff	Cutoff for 2018-19 transactions in QCC	SCCOE deadline
	9/15	Unaudited Actuals including Form Gann, to COE	Charter school unaudited actual data due to chartering authority and COE	Ed Code 47604.33(a)(5), 42100(b)
	9/15	Unaudited Actuals including Form Gann, to COE	District unaudited actual data file, including Gann Resolution, due to COE	Ed Code 42100(a), GC 7906(f)
	9/15	Budget	COE approves, conditionally approves or disapproves district budgets	Ed Code 42127(d)
	TBD	2019-20 Special Advance Apportionment	Certification of the 2019-20 Special Advance Apportionment, based on PENSEC for newly operational and continuing charter schools adding grade levels, available on CDE website	CDE Calendar
	9/20	Attendance	Prior Year Principal Apportionment Data Collection "corrected mode" files due to COE	SCCOE deadline
October 2019	10/1	Attendance	COE submits PY corrections to be applied to 2019-20 First Principal Apportionment	CDE Calendar
	10/8	District governing board reviews county's recommendations and responds	If the school district's budget is conditionally approved or disapproved by the county superintendent of schools, the school district governing board, in conjunction with the county superintendent will review the county superintendent's recommendations at a regular meeting of the board and respond to those recommendations, including any revisions to the adopted budget and other proposed actions to be taken, if any.	Ed Code 42127(d)(3)

Fiscal Year 2019-20 Consolidated Calendar

	DUE	ITEM	DESCRIPTION	REFERENCE
Octo	10/15	Unaudited Actuals including Form Gann, to SSPI	COE transmits LEAs Unaudited Actuals data files, including Gann, to SSPI	Ed Code 42100(a), GC 7906(f)
	10/22	Tentative Disapproved Budgets	COE notifies SSPI of district budgets which may be disapproved	Ed Code 42127(e)
November 2019	11/8	Disapproved Budgets	COE Notifies SSPI of district budgets which have been disapproved or budget committee waived	Ed Code 42127(g)
	11/11	Veterans Day	SCCOE Closed	
	11/15	Property Tax	2019-20 P1 Property Tax Report (J-29) due from COE to CDE	CDE Calendar
	11/28-29	Thanksgiving Holiday	SCCOE Closed	
December 2019	12/15	First Interim	Charter school 1st interim due to chartering authority and COE	Ed Code 47604.33(a)(3)
	12/15	Audit	District prior year audit due to COE, SSPI, and State Controller	Ed Code 41020(h)
			Charter school prior year audit due to chartering authority, COE, SSPI, and State Controller	Ed Code 47605(m),41020(h)
	12/16	First Interim	District 1st interim due to COE	Ed Code 42131(a)(1) and (2)
24, 25, 31	Winter Holiday	SCCOE Closed		
January 2020	1/1	New Years Day	SCCOE Closed	
	1/3	Attendance	P1 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by December 31**	SCCOE deadline
	1/14	First Interim	Qualified and Negative 1st Interims Report- COE reports to SSPI and State Controller on district qualified and negative 1st interim certifications	Ed Code 42131(a)(2)
			COE reports to SSPI and State Controller on all district 1st interim certifications	Ed Code 42131(c)
	1/15	Attendance	P1 Attendance due to the CDE by COE	Ed Code 41601
	1/20	Martin Luther King Day	SCCOE Closed	
1/31	Audit Report	District holds public hearing/reviews audit report	Ed Code 41020.3	
February 2020	2/17-18	President's Day	SCCOE Closed	
	2/20	2019-20 First Principal Apportionment (P1)	Certification of the 2019-20 First Principal (P1) Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website	CDE Calendar
March 2020	3/15	Charter School Second Interim	Charter school 2nd interim due to chartering authority and COE	Ed Code 47604.33(a)(4)
	3/16	Second Interim	District 2nd interim due to COE	Ed Code 42131(a)(1) and (2)
	3/16	Audit	Prior Year Audit - Submit certification of correction of audit findings to COE	Ed Code 41020(j)(2)
	3/31	Audit	Current Year Audit - Deadline to submit Auditor Selection form to SCCOE	Ed Code 41020
April 2020	4/15	2019-20 P-2 Property Tax	2019-20 P-2 Property Tax Report (J-29) due to CDE	CDE Calendar
	4/15	Second Interim	Qualified and Negative 2nd Interims Report- COE reports to SSPI and State Controller on district qualified and negative 2nd interim certifications	Ed Code 42131(a)(2)
			COE reports to SSPI and State Controller on all district 2nd interim certifications	Ed Code 42131(c)
4/17	Attendance	P2 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by April 15**	SCCOE deadline	

Fiscal Year 2019-20 Consolidated Calendar

	DUE	ITEM	DESCRIPTION	REFERENCE
May 2020	5/1	Attendance	P-2 Attendance due to the COE by COE.	Ed Code 41601
	5/1	Audit	Current Year Audit - COE to notify State Controller on district's auditor selection	Ed Code 41020(b)(1)
	5/15	Audit Status Report	COE certifies district audit status to SSPI and State Controller	Ed Code 41020(k)
	5/25	Memorial Day	SCCOE Closed	
June 2020	6/1	6/30 Projection	June 30 projections for the period ending April 30 due to COE, SSPI, and State Controller if district had a qualified or negative 2nd interim	Ed Code 42131(e)
	6/25	2019-20 Second Principal Apportionment (P2)	Certification of the 2019-20 Second Principal (P2) Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website	CDE Calendar
	TBD	Lottery	3rd quarter lottery expected from Treasurer	
July 2020		Local Control and Accountability Plan (LCAP)	District adopts LCAP and submits to COE for review	Ed Code 52062(b)(2)
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	7/1	Budget	District adopts budget and submits to COE for review	Ed Code 42127(a)(2)
			Charter adopts budget and files with chartering authority and COE	Ed Code 47604.33(a)(1)
		Attendance	Annual ADA - Principal Apportionment Data Collection files due from districts and charters to COE	SCCOE deadline
			Board approved district and charter 2020-21 Attendance Calendars due to COE	SCCOE deadline
	7/3	Independence Day	SCCOE Closed	
7/15	Attendance	Annual ADA - Principal Apportionment Data Collection files from COE to CDE	Ed Code 41601	
August 2020	8/15	Property Tax	2019-20 Annual Property Tax Report (J-29) due from COE to CDE	CDE Calendar
September 2020	9/7	Labor Day	SCCOE Closed	
	9/15	Unaudited Actual Data, including Form Gann, to COE	Charter school unaudited actual data due to chartering authority and COE	Ed Code 47604.33(a)(4), 42100(b)
	9/15	Unaudited Actual Data, including Form Gann, to COE	District unaudited actual data, including Gann Resolution***, due to COE	Ed Code 42100(a), 42132, GC 7906(f)
	9/15	Budget	COE approves, conditionally approves or disapproves district budgets	Ed Code 42127(d)

Legend

* Due dates are established in law unless otherwise noted. In accordance with GC 6700, GC 6707 and GC 6803, If the due date falls on a Saturday, Sunday, or holiday, the reporting date shall be the following workday. Unless stated otherwise, "days" means calendar days.

**EC 37201 defines an attendance month as four weeks (Monday through Friday) totaling 20 days - including holidays, other non-service days, pupil free days such as staff development, and orientation days. Full weeks off for winter break may be excluded from the attendance month.

*** Gann filing date administratively determined by CDE

**** EC 42100 reporting will satisfy the EX 47604.33 requirement

CDE = California Department of Education, SSPI = State Superintendent of Public Instruction, COE = County Office of Education

EC = Education Code, GC = Government Code