

# Charter Schools: San Diego County Treasury Account Guide

LAST UPDATED: SEPTEMBER 6, 2022



# Contents

- Charter School Name Changes to Oracle Accounts with the San Diego County Treasury ..... 2
  - Process ..... 2
    - NEW NAME - The New Oracle Account ..... 2
    - OLD NAME – The Old Oracle Account:..... 3
  - Auditor Transfer Website for New Accounts ..... 3
  - Retirement Reporting ..... 4
    - CalSTRS..... 4
    - CalPERS..... 4
  - California Department of Education ..... 4
  - California Secretary of State ..... 5
- Charter School Authorizer Changes: San Diego County Treasury Oracle Account ..... 5
  - Process ..... 6
    - NEW AUTHORIZER - The New Oracle Account..... 6
    - PREVIOUS AUTHORIZER - The Old Oracle Account ..... 6
  - Auditor Transfer (AT) Website for New Accounts ..... 7
  - California Department of Education ..... 8

# Charter School Name Changes to Oracle Accounts with the San Diego County Treasury

If a charter school changes its name, the charter school's Oracle account will need to be updated to reflect the new name. For the new name to be reflected on the Oracle account, the school will need to establish a new Oracle account. This allows for the historical account information to be maintained with the old name and any new account information to be maintained under the new name. To process the name change, the charter school will need to take the following actions:

## ***Process***

### **NEW NAME - The New Oracle Account**

Documents Required:

- Articles of Incorporation showing name change
  - Board approval of name change (original resolution with wet signature)
  - [Charter Oracle Account Questionnaire](#)
1. Please complete the Charter Oracle Account Questionnaire as this will provide us with the information needed to establish a new account with the County Treasurer.
  2. Please **email** the Questionnaire, Articles of Incorporation (reflecting new name), and the charter school's retirement status to [charters@sdcoe.net](mailto:charters@sdcoe.net).
  3. Please **mail** the **original resolution with wet signature** taking action on the name change. The original resolution can be mailed to:

San Diego County Office of Education  
Attn: Charter School Services  
6401 Linda Vista Road, Suite 506  
San Diego, CA 92111
  4. Retirement – *Is the charter school currently a member of STRS and/or PERS?* If so, the school will need to follow the instructions in the [Retirement Reporting section](#) of this guide.
  5. Once the San Diego County Office of Education (SDCOE) receives the original resolution, SDCOE will begin the process of establishing the Oracle account with the County Auditor & Controller's office. This process typically takes between 10-20 business days.
  6. Once the new account is established, SDCOE will email you the account number and information.
  7. The school will begin receiving monthly Oracle reports when the first financial transaction occurs in the account.
  8. Please also read the section in this guide for accessing the [Auditor Transfer \(AT\) Website for New Accounts](#).

## OLD NAME – The Old Oracle Account:

Documents Required:

- Board approval of account closure (original resolution with wet signature)

Once the new Oracle account is established, you will need to close the old oracle account. To do this, you will need to take the following steps:

1. The balance of the old Oracle account must be zero. Neither SDCOE, nor the Treasury, can make a transfer of funds to a different Oracle account, or on behalf of the charter school. The charter school will be solely responsible for ensuring the balance is zero. We recommend the charter school having a board resolution allowing for the transferring of funds from the old Oracle account. A resolution for transferring funds will be necessary if there are pending transactions including quarterly interest scheduled for the old account.
2. SDCOE will need a board resolution to close Fund 62, or other fund number, specific to the old Oracle account number, to move forward with the closure of the account. A sample resolution can be found [here](#).
3. Please **mail** the **original resolution** to close the old Oracle account to:  
San Diego County Office of Education  
Attn: Charter School Services  
6401 Linda Vista Road, Suite 506  
San Diego, CA 92111
4. Once SDCOE has received the original resolution, SDCOE will begin the process of closing the old Oracle account. Again, the account can only close with the above requested documents AND a zero balance.
5. Once the old account is closed, SDCOE will notify the charter school of the closure and the charter school will no longer receive monthly Oracle reports for the account.

### ***Auditor Transfer Website for New Accounts***

When a charter school changes their name at the County Treasury, a new Oracle account is created for the new name. As a result, the charter school will also need to assign user permissions to the SDCOE Auditor Transfer (AT) website for the new Oracle account. Users may be assigned multiple accounts.

Documents and Information Requested:

- Administrative User for the New Oracle Account (must be an employee of the charter school)
    - Name
    - Title
    - Email Address
    - Phone Number
1. Submit the above information to [charters@sdcoe.net](mailto:charters@sdcoe.net).

2. SDCOE will notify the charter school once the new Oracle account is activated within the AT website. The administrative user should also receive an email to login to their account.
  - a. Login for AT Website: <https://auditortransfer.sdcoe.net/>
3. Follow the [video tutorial](#) and [user guide](#) for accessing the AT website and setting up additional users for the account.
4. The Administrator User for the school will be responsible for maintaining the school's user access to the AT website. Please reference how to add/remove users in the [AT website user guide](#).

### ***Retirement Reporting***

If the charter school is reporting to either the California State Teachers Retirement System (CalSTRS) or the California Public Employee Retirement System (CalPERS), the charter school will also need to complete the steps below.

#### **CalSTRS**

Documents Required:

- Documentation of name change made with the California Department of Education (CDE)
  - A link may be provided to the CDE charter school directory reflecting the charter school's name change.
- Copy of the board resolution adopting the name change.

Please submit the above documents to [charters@sdcoe.net](mailto:charters@sdcoe.net).

#### **CalPERS**

Documents Required:

- Documentation of the name change made with the California Department of Education (CDE)
  - A link may be provided to the CDE charter school directory reflecting the charter school's name change.
- Copy of the board resolution adopting the name change.

Please submit the above documents to [charters@sdcoe.net](mailto:charters@sdcoe.net).

### ***California Department of Education***

The charter school will need to work with their authorizing agency and submit a request to their authorizing agency's CDS coordinator to submit a request. Additional information on the types of changes that can be made through this request can be found on [CDE's website: Instructions for Submitting CDS Changes](#).

A school may send a request to their authorizing agency for these changes by doing the following:

1. Go to [www.cde.ca.gov/SchoolDirectory/](http://www.cde.ca.gov/SchoolDirectory/).
2. Search for the name of the school.

3. Scroll to the bottom of the directory page under “CDS Coordinator (Contact for Data Updates)” and click “Request Data Updates”.
4. The “Update Data Request” online form will list the authorizing agency, charter school and charter school’s CDS code. The request form will also ask the charter school to complete name, email address, phone number, phone extension, change effective date and the description of the requested data update.
5. Once completed click “Submit Update Request”.
6. The authorizing agency will be notified of the request and if approved, will make the requested changes.
  - a. If the authorizing agency is SDCOE, please email the data update request information to [charters@sdcoe.net](mailto:charters@sdcoe.net).

If you have questions specific to updating your CDS information with CDE, please contact the CDE CDS Administration directly at [cdsadmin@cde.ca.gov](mailto:cdsadmin@cde.ca.gov), or at 916-327-4014.

### ***California Secretary of State***

If the charter school operates as an independent entity like a 501(c)(3) non-profit corporation, it will also need to update its name with the California Secretary of State. Prior to updating this information, the charter school should consult administration and legal counsel to determine if they need to file the update.

Information, instructions and required forms for a name change with the California Secretary of state can be found on the Secretary of State’s [website](#). The applicable document or form can be found in the Secretary of State’s Forms, Samples and Fees [website](#).

If you have questions or concerns specific to filing the charter school’s name change with the Secretary of State, please contact their offices directly.

Secretary of State Contact Information: <https://www.sos.ca.gov/administration/contact-information>

## **Charter School Authorizer Changes: San Diego County Treasury Oracle Account**

Charter school Oracle accounts are structured with each charter school’s Oracle account falling under the umbrella of the authorizing agency. Upon a change in authorizer, a charter school will be required to open a new Oracle account under the new authorizer. The Oracle account under the previous authorizer should be closed out once all final accounting and transition to the new account has taken place. This allows for historical account information to be maintained with the previous authorizer and the new account information to be maintained under the new authorizer. In order to process the authorizer change, the charter school will need to take the following actions:

## ***Process***

### **NEW AUTHORIZER - The New Oracle Account**

Documents Required:

- Authorizing agency board approval of charter school
  - [Resolution to Establish Fund 62](#) (**original resolution with wet signature**)
  - [Charter Oracle Account Questionnaire](#)
1. Please complete the Charter Oracle Account Questionnaire as this will provide us with the information needed to establish a new account.
  2. Please email the Questionnaire, Resolution to Establish Fund 62, and the charter school's retirement status to [charters@sdcoe.net](mailto:charters@sdcoe.net).
  3. Please mail the **original resolution** taking action to Establish Fund 62. The original resolution can be mailed to:

SDCOE  
Attn: Charter School Services  
6401 Linda Vista Road, Suite 506  
San Diego, CA 92111
  4. Once SDCOE receives the original resolution, SDCOE will begin the process of establishing the Oracle account with the County Treasurer's office. This process typically takes between 10-20 business days.
  5. Once the new account is established, SDCOE will email you the account number and information.
    - Funding – Any state or federal passthrough funds that are distributed by SDCOE will begin going to the new Oracle account.
    - Retirement – *Is the charter school currently a member of STRS and/or PERS?* If so, SDCOE Charter School Services will notify the SDCOE Retirement Reporting team of the Oracle account change. This is needed to ensure that retirement payments are deducted from the correct Oracle account.
  6. The school will begin receiving monthly Oracle reports when the first financial transaction occurs in the account.
  7. Please also read the section in this guide for Accessing the [Auditor Transfer Website for New Accounts](#).

### **PREVIOUS AUTHORIZER - The Old Oracle Account**

Documents Required:

- Board approval of account closure (original resolution with wet signature)

Once the new Oracle account is established and all processes have transitioned over, the charter school will want to close the old oracle account. Please use the following steps:

1. The balance of the old Oracle account must be zero. Neither SDCOE, nor the Treasury, can make a transfer of funds to a different Oracle account, or on behalf of the charter school. The charter school will be solely responsible for ensuring the balance is zero. It is recommended the charter school have a board resolution allowing for the transfer of funds from the old oracle account. A resolution for transferring funds will be necessary if there are pending transactions including quarterly interest scheduled for the old account.
2. SDCOE will need a board resolution to close Fund 62, or other fund number, specific to the old oracle account number, to move forward with the closure of the account. A sample resolution can be found [here](#).
3. Please mail the **original resolution** to close the old Oracle account to:  

SDCOE  
Attn: Charter School Services  
6401 Linda Vista Road, Suite 506  
San Diego, CA 92111
4. Once SDCOE has received the original resolution, SDCOE will begin the process of closing the old Oracle account. Again, the account can only close with the above requested documents **AND** a zero balance.
5. Once the old account is closed, SDCOE will notify the charter school of the closure and the charter school will no longer receive monthly Oracle reports for the account.

### ***Auditor Transfer (AT) Website for New Accounts***

When a charter school changes its authorizer, a new Oracle account is created with the County Treasurer. As a result, the charter school will also need to assign user permissions to the SDCOE Auditor Transfer (AT) website for the new Oracle account. Users may be assigned multiple accounts. SDCOE will set up access for each charter school's Administrative User within the SDCOE AT website.

Documents and Information Requested:

- Administrative User for the New Oracle Account (must be an employee of the charter school)
    - First and Last Name
    - Charter School Name
    - Title
    - Email Address
    - Phone Number
1. Submit the above information to [charters@sdcoe.net](mailto:charters@sdcoe.net).
  2. SDCOE will notify the charter school once the new Oracle account is activated within the AT website. The Administrative User should also receive an email to login to their account.
    - a. Login for AT Website: <https://auditortransfer.sdcoe.net/>
  3. The Administrative User may follow the [video tutorial](#) and [user guide](#) for accessing the AT website



and setting up additional users for the account.

4. The Administrator User for the school will be responsible for maintaining the school's user access to the AT website. Please reference how to add/remove users in the [AT website user guide](#).

### ***California Department of Education***

The charter school will need to inform CDE that the school has changed its authorizer. Additional information and the Charter School Number Form (which replaced the Charter School Action Form) can be found on [CDE's Charter School Number Form webpage](#). Please follow the instructions on CDE's website for completion and submission of the form.

Section 7: Certifications of the Charter School Number Form requires the signature of the new authorizing LEA superintendent. If the new authorizing LEA is SDCOE, once the charter school is ready for this signature, please contact SDCOE Charter School Services at [charters@sdcoe.net](mailto:charters@sdcoe.net), to coordinate and schedule the wet signature.