District Financial Activity Calendar

DATE (All dates are approximate!!)	ACTIVITY	DESCRIPTION
July 1	Budget/LCAP	Budgets and LCAPs are due to the county office.
First Working Day of July	Accruals - District Input	Districts may begin entering accruals "on or before July 1st" or wait until the close of June month activity. District must use the Accounts Receivable and Current Liabilities set-up program to enter accruals. Journal entries should be entered to proper set-up objects (9319, 9619, 9659) for Due To, Due From Other Funds and Unearned Revenue. Purchase Orders can be rolled to Current Liability. Receipt of goods and services as of 6-30 must be validated. Open Purchase Order report should be reviewed and liquidate any balances not expected to be paid or set-up as current liability. Purchase Orders for goods and/or services not received by June 30 can be closed or rolled
July 9	Attendance	Annual Reports of Attendance are due to the county office. Report complete cumulative attendance for all school months.
July 16-20	SACS Extracts for UA Closing Entries Report	Districts perform a financial extract to SACS Software to correct errors in the financial system to ensure all SACS errors are cleared before final closing. This will be a daily process until all errors are corrected or explained. Districts launch Closing Entries Reports to determine what errors need to be fixed prior to actual closing. This will be a daily process until all errors are corrected.
July 24	Accrual Listing	Initial Accrual Listing is released by BAS. Subsequent updates will be released as they become available.
July 30	SACS Form A Data	BAS supplies districts with SACS Form A Data for UAs
August 15	Budgets Rolled to Adopted	This date will vary by district. Begin processing BT's for the Budget Year.
August 31	System Closing Date LCAP	The financial system will be closed to all prior year activity. All TRCs should be corrected, Closing Entries Updated, and JE's and BT's posted. Basically, the work for Unaudited Actuals should be complete by this day. Begin Stakeholder Engagement process for the next year LCAP and Annual Update .
September 15	Unaudited Actuals Submission	Unaudited Actuals must be submitted on or before this date.
September 25	Attendance	Prior Year Attendance corrections are due to the county office. Revisions received to be applied at the P-1 apportionment.
October 15	Begin First Interim Process	First Interim Helpful Hints will begin. This is the time to begin to do extracts from the financial system and check on TRCs for Board Approved Operating Budget and Actuals to Date so they can be fixed before the cut-off date of October 31.
October 31	First Interim Period End	
November 1	First Interim	Begin to process BT's to make First Interim Changes you want reflected in the Projecte Totals column.
November 30	First Interim	All work on the First Interim Financial Report should be complete. Prepare documents to go to Board.
December 15	First Interim Submission PY Audit Report Submission	The First Interim Financial Report is due to the county office. Prior Year Audited Financial Reports are due to SCO, SPI, and COE.
January 9	Attendance	P-1 Reports of Attendance are due to the county office. Report ADA for all full school months that end prior to December 31.
January 10	Budget	Governor releases proposed budget for next fiscal year.
January 15	Begin Second Interim Process	Second Interim Helpful Hints will begin. This is the time to begin to do extracts from the financial system and check on TRCs for Board Approved Operating Budget and Actuals to Date so they can be fixed before the cut-off date of January 31.
January 31	Second Interim Period End	
February 1	Second Interim	Begin to process BT's to make Second Interim Changes you want reflected in the Projected Totals column. This should include removing carryover that will go unspent at the end of the year.
February 1-28	Budget Process	Let's Get You Rolled Workshops are given - time to get BDV set-up for the next year. SAMS/BDV Training is also held to get SAMS ready to roll into BDV.
February 25	Attendance	Prior Year Attendance corrections are due to the county office. Revisions received to be applied at the P-2 apportionment.
March 1	Second Interim	All work on the Second Interim Financial Report should be complete. Prepare documents to go to Board.
March 15	Second Interim Submission Audit Finding Responses Certificated Layoff Date	The Second Interim Financial Report is due to the county office. Audit Finding Resolution responses are due to the county office. Certificated Staff must be notified and the Board must take action for layoffs by this date.
March 16 - May 31	Budget/LCAP	Begin to work in earnest on BDV/SAMS/Annual Update/Changes and updates to Goals, Actions, and Services. Update Estimated Actuals in BDV and begin to work on Actuals in the Financial System in preparation for End of Year, including closing all prior year accruals, posting interfund transfers, making contributions, and processing direct and indirect costs. Complete Annual Update and Goals, Actions, and Services in the LCAP, including Estimate Actual and Budgeted Expenditures, the Budget Summary Section, and the Demonstration of Increased and Improved Services section. We recommend holding both the Public Hearing for LCAP and Budget and the Adoption Board Meetings in June to allow time to adjust for the May Revise.
April 1	Audit	Intent to provide for Audit information is due to the county office. The district must select an auditor and submit the contract and information to the COE or the COE will select an auditor for the district by May 1.
April 4-11	Budget Process	Let's Get You Rolled to GL Workshops are given - Working in BDV for the next year and Estimated Actuals.
April 15	Budget	Newspaper designation information due to county office. This is the information on the district's Public inspection and Public Hearing dates and locations required to be published in the newspaper.
April 23	Attendance	P-2 Reports of Attendance are due to the county office. Report cumulative attendance for all full school months that end prior to April 15.
May 12	Budget	Governor releases the May Revision to his original proposed budget for next fiscal year.
May 15	Certificated Layoff Deadline	The Board must take action to finalize Certificated layoffs by this date.
June	Budget/LCAP - Public Hearing	The district must hold a public hearing on its LCAP, then a separate public hearing on its Budget at least 3 days after the budget is made available for public inspection. The budget public hearing must include discussion of Reserves in excess of the State miminum, per code.
June	Budget/LCAP - Adoption	The district must adopt the LCAP and Budget at a public meeting at least one day after the Budget/LCAP Public Hearing meeting.