



	No. 16-02
Subject: 2015-16 Year-End Training-Session I	Date Issued: 02/18/16
References: CALSTARS Procedures Manual Volume 7	Expires: 06/30/16

PURPOSE:

To provide departments the 2015-16 year-end training schedule for Session I-Planning and Preparing for Year-End.

NOTE: The class schedule for Session II-Year-End Statement Preparation will be issued in early March.

BACKGROUND:

Each year, the Department of Finance (CALSTARS) provides year-end training for accounting personnel who are responsible for planning the year-end process and preparing or reviewing year-end financial reports. This training is designed to discuss State Administrative Manual requirements and any changes to the State Controller's year-end requirements, review the CALSTARS year-end closing instructions and increase awareness of the timing, duration and sequence of steps necessary to meet the filing deadlines.

Year-end training is presented in two sessions:

- **Session I** covers the planning for year-end activities during April, May and June. It also includes an overview of the standard and automated year-end statement processes.
- **Session II** reviews the adjusting entries and covers year-end statement preparation and processes and is designed for staff that prepares or review year-end financial statements. Session II is available in one-day, two-day and three-day classes.

This COM specifically addresses Session I to assist departments in planning and preparation for year-end activities for a timely year-end close. Session I is designed for staff with responsibilities for the year-end planning functions, table maintenance, and the year-end review of documents and reports and for staff experienced in preparing automated year-end financial reports for governmental cost funds. Participants will gain an appreciation and overall perspective of the preparation and processes involved in planning and completing a successful year-end.

NOTE: Some of the material covered is available in the Planning and Preparing for Year-End document available on the Internet at:
<http://www.dof.ca.gov/accounting/calstars/Training/view.php>.

REGISTRATION:

Online registration is available on the CALSTARS' Internet site at: <http://www.dof.ca.gov/accounting/calstars/Training/view.php>. All sections of the online registration, including the participant's e-mail address, must be complete. Incomplete registration may be rejected. All participants in CALSTARS Training must register in advance.

Note: It is recommended that participants register 25 calendar days before the first day of class to avoid late registration.

A CALSTARS Training Registration form (CALSTARS 102) will only be accepted for late registration. Participants must submit the form 14 calendar days before the first day of the class. The form is available on the CALSTARS' Internet site at: <http://www.dof.ca.gov/accounting/calstars/Training/view.php>.

NOTE: Please include your e-mail address and the number of years experience you have preparing year-end reports.

A "welcome" letter is sent via e-mail to the participant at least 14 calendar days before the first day of class with details about the location, times, and required class materials. Participants, who have been notified of enrollment but did not receive a "welcome" letter 7 days prior to the scheduled class, should contact the Training Registrar.

Substitutions:

A department may send a substitute if the registered participant is unable to attend. Substitute attendees must submit a completed CALSTARS 102 form and must meet all class prerequisites. Whenever possible, notify CALSTARS of any substitutions before the first day of class. The registered participant should give the "welcome" letter and/or any required training materials to the substitute prior to class.

Cancellations/No-Shows:

The CALSTARS Training Registrar should be notified immediately if a registered participant must cancel a class. A notice of cancellation will be accepted without penalty if received more than 5 calendar days prior to the day of class.

Late cancellations (received 5 calendar days or less before the day of class) or no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant. Penalty charges will be invoiced and sent to the department's accounting office.

Tuition:

There is no direct cost to departments for attending year-end classes. Training costs (staff costs, operating expenses, and indirect costs) are financed through CALSTARS. Departments are responsible for any travel and per diem expenses associated with training.

Reasonable Accommodations:

Departments are responsible for providing and paying any costs for reasonable accommodation for their employees with disabilities. Please describe any disabilities that may affect the registrant's participation in the class by filling out the reasonable accommodation comment box in the online training registration form.

ACTION REQUIRED BY ALL DEPARTMENTS:

1. Review the attached list of classes and dates offered. Decide who needs training and should attend this session. Limit participants to those with direct responsibilities for planning the year-end process and preparing or reviewing automated year-end financial reports.
2. Check the CALSTARS' Internet site at:
<http://www.dof.ca.gov/accounting/calstars/Training/view.php> for available classes and to register online.

For assistance, please contact the CALSTARS Training Registrar:

Denae Pruner at (916) 445-0211, extension 2812, e-mail Denae.pruner@dof.ca.gov .

/s/Larry Satter

Assistant Program Budget Manager

Attachment

2015-16 Year-End Training

Session I—Planning and Preparing for Year-End

- WHAT:** A one day training class covers information on planning and preparing for year-end activities to be completed during April, May and June.
- This session also includes a very brief review of the standard year-end processes such as year-end adjusting entries, FM 13 processing, automated year-end reports process, non-governmental cost fund reports and YEC/YEO. Participants will gain an appreciation and overall perspective of the preparation and processes involved in planning and completing a successful year-end close.
- WHO:** This class is recommended for staff with responsibilities for year-end planning functions, table maintenance, and year-end review of documents and reports. It is also recommended for staff experienced in preparing automated year-end financial reports for governmental cost funds or for those who want an overall understanding of the processes involved in the year-end process.
- METHODOLOGY:** The class reviews steps required to plan and prepare for year-end process as identified in CALSTARS Procedure Manual, Volume 7, Chapter 1-Preparation Activities. It also includes the requirements for participation in the automated year-end report preparation process, and reviews the 2015-16 CALSTARS Year-End Closing Schedule, the standard year-end processes and reviews the automated year-end financial report preparation process, using the CALSTARS Procedure Manual, Volume 7, Chapters 1-7.
- WHERE:** Department of Finance, Basement (Cypress A) Training Room
915 L Street, Sacramento, CA 95814
- WHEN:** Section 1 – April 04, 2016
Section 2 – April 06, 2016
Section 4 – April 07, 2016
Section 5 – April 08, 2016
Section 3 – April 11, 2016
Section 6 – April 13, 2016
- TIME:** Classes start at 8:30 A.M. and end at 4:30 P.M.