



III-N Budget File Reporting

The Budgetary Schedule 10 is an essential building block of the Governor's Budget. This Schedule lists, by state governmental agency, all appropriations of funds available for expenditure for the three fiscal years reported in the Governor's Budget (SAM 6484). The Schedule 10R is a similar listing of all revenue and transferred revenue sources for governmental cost funds.

The official year-end accounting records for each organization are used to furnish the financial amounts for the Past Year displays in the Schedule 10 and the Governor's Budget. The data provided for Budget reporting must agree with the accounting records used to complete Year-end Financial Statements.

For the first time, agencies have access to reports that provide a history of appropriation adjustments, an explanation of each adjustment, and a simplified display of expenditures linked to their authority to expend.

The reports described in this section are designed to provide data in a format that can be easily translated into the Budgetary Schedule 10 and 10R. The CSTARN10 report displays past year expenditures in a Schedule 10 format that is in agreement with the department's financial statements. Both the CSTARN10 and CSTARN11 reports can be used as a reconciliation and status-reporting tool in the Current Fiscal Year.

File Information

The "N" file actually consists of four separate files. The four files are:

- ✦ **CY-S10** - Current Year appropriations and expenditures - from July 1 of the current fiscal year to present.
- ✦ **PY-S10** - Prior Year appropriations and expenditures - from July 1 of the **prior** fiscal year to present.
- ✦ **CY-S10R** - Current Year revenues and transfers.
- ✦ **PY-S10R** - Prior Year revenues and transfers.

NOTE: If a department's OC Table Budget BUD SEQ Indicator is set to **N** and N series reports are requested, only a null report is produced.

BUDGET FILE KEY

NAME	SOURCE	CONTROLLING FACTORS
Transaction Type	Transaction	Expenditure or revenue type
Budget Act Organization	Table plus organization hierarchy in the OC Table	Nearly all budgets are appropriated at Level 1, UCM. (See the Organization Section, UCM.)
Character	AS Table lookup	None
Fund	PCA Table lookup / transaction	None
Reference	AS Table lookup	None
Year of Appropriation (YOA)	AS Table lookup	Same as Enactment Year (EY).
Year of Budget (YOB)	Transaction	Same as Funding Fiscal Year (FFY)
Report Area	Program logic based on transaction "bucket"	Report areas are letters A-F. Areas G, H, and J are calculated
Budget Sequence	BP Table lookup	Must match a previously entered table record.
Program Category Group (Prog-Elem-Comp-Task)	AS Table lookup / transaction	None
Source	Transaction	Required for Revenue and transfer transactions
Batch Org Code	Signon/Security	Name/password
Fiscal Month	Batch Header	None
Bucket Number	Transaction Code Decision Table (TD) lookup	The file contains summary transactions for Buckets 01, 02, 04, 05, 06, 08, 09, 10, 11, 12, 13, 14, 15, 20, 33, and 91.
Appropriation Symbol	PCA table lookup / transaction	None
Subsidiary	Transaction	Required for GL 9811 and 9812.
Fund Source 'R' Switch	Program logic	Detects when Fund Source = R for reimbursable expenditures.
Account Type CA Switch	Program Logic	When AS Type = CA (CIRG Acct)
GLAN 9811 Switch	Program Logic	Detects "Transfer- in" transactions.
GLAN 9812 Switch	Program Logic	Detects "Transfer- out" transactions.

EXHIBIT III-N10

REPORT NAME: Schedule 10 Summary Worksheet	REPORT NO: CSTARN10								
PURPOSE: Provides summary financial data on support and local assistance appropriations: <ol style="list-style-type: none"> (1) To all agencies, including institutions, for reconciliation and summary reporting during the operating year; and (2) To agencies with subordinate institutions, to provide summary data during the year to departmental management activities (Headquarters organizations); (3) To all agencies, to help prepare their Prior Year Budgetary Schedule 10 after the close of the operating year. 									
DESCRIPTION: Lists each expenditure appropriation, all the adjustments to it, the budgetary expenditures against it and the savings /carryover. <p>Summarizes financial amounts by department, character and fund. For departments with institutions, summarizes budgetary expenditures at the department level or Budget Act appropriation level.</p> <p>This report imports financial data from the BPS-10 System administered by Financial Operations (FO) in the Department of Finance and matches it to data from CALSTARS files. This data is used for reconciliation purposes and helps provide a common starting point at the beginning of the fiscal year.</p>									
REPORT REQUEST OPTIONS: <p>Report Period: (See Financial Elements, Note 4)</p> <p>FM: CM = From July 1 of the current year through the previous fiscal month/previous night. PY = From the <u>prior</u> July 1 through the previous night.</p> <p>P: Not applicable</p> <p>Level of Detail:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Index (I)</u></td> <td style="text-align: center;"><u>Program (P)</u></td> <td style="text-align: center;"><u>Object/Source(O/S)</u></td> <td style="text-align: center;"><u>Fund (F)</u></td> </tr> <tr> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> </tr> </table> <p>Fund Selection: Not Applicable</p> <p>GLAN Selection: Not Applicable</p> <p>Additional Report Selection Options: Not applicable</p> <p>Destination Options: All available output media</p> <p>E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:</p> <p>Report Period FM: All options available</p>		<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable
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EXHIBIT III-N10

REPORT NAME: Schedule 10 Summary Worksheet	REPORT NO: CSTARN10
<p>DESCRIPTION OF NON-STANDARD REPORT HEADING ELEMENTS:</p> <p>This report contains the following unique data elements in the report heading:</p> <p>Current Year Actual vs. Prior Year Actual When the report is requested as a Current Year report (option CM) the heading at the upper-left displays CURRENT YEAR ACTUAL and the fiscal year, such as 2004/05.</p> <p>When the report is requested as a Prior Year report (option PY), the heading at the upper-left displays PRIOR YEAR ACTUAL and the appropriate fiscal year.</p> <p>Appropriation Identification (APPROP ID): The report heading contains a fifteen-digit field consisting of five data elements:</p> <ul style="list-style-type: none"> ORG = Organization (4-digit Org code) REF = Reference (3-digit Appropriation Reference) FUND = Fund (4-digit UCM Fund) YOA = Year of Appropriation - same as Enactment Year (EY) YOB = Year of Budget - same as Funding Fiscal year (FFY) <p>SAL Code, PROP98, PROP98POT and DIST COST: These are miscellaneous indicators imported from the BPS-10 System without edits.</p> <p><u>SAL Code</u> - State Appropriation Limit code, from the BPS-10 System. CALSTARS also appends the SAL code to all funds in the D22 Fund Descriptor Table and all revenue source codes (first digit 1) in the D33 Source Descriptor Table. These table lookups are used in other CSTAR "N" reports.</p> <ul style="list-style-type: none"> I = Included within SAL; E = Excluded from the SAL; O = Always Excluded from the SAL. <p><u>PROP98, PROP98POT</u> (two indicators) referring to those appropriations that are used in the calculation of the percentage of funds used to support Education programs. Y = Yes; N = No.</p> <p><u>DIST COST</u> - Those appropriations to Agency Secretaries that are distributed and displayed in the summary budget schedules within the major organizations they direct.</p> <p>Matching BPS-10 Run: mm/dd/yy Records the date of the latest import of BPS-10 file data. Agencies may determine the status of pending Budget Revisions and/or Executive Orders by comparing the Matching BPS-10 run date with the CALSTARS report run date.</p> <p>Division: Used only with the Departments of Consumer Affairs and Veterans Affairs. This feature is established for agencies that receive appropriations at the division level.</p> <p>Unit: Used only with the Department of Consumer Affairs. Established for appropriations to units within divisions within a department.</p>	

EXHIBIT III-N10

REPORT NAME: Schedule 10 Summary Worksheet	REPORT NO: CSTARN10																				
<p>DESCRIPTION OF NON-STANDARD REPORT HEADING ELEMENTS: (CONTINUED)</p> <p>A-Type: A-Type refers to Appropriation Type and Purpose. Used in the BPS-10 System to define various types of appropriations. This information is imported from the BPS-10 system without edits. Most common A-Type is (1-0) - Budget Act. The values are:</p> <table border="0" data-bbox="462 499 1307 808"> <thead> <tr> <th style="text-align: center;"><u>A-Type</u></th> <th style="text-align: center;"><u>Purpose</u></th> </tr> </thead> <tbody> <tr> <td>1 - Budget Act</td> <td>0 - No Title</td> </tr> <tr> <td>2 - Financial Legislation</td> <td>1 - In-lieu of Statutory</td> </tr> <tr> <td>3 - Carryover</td> <td>2 - Loan (Non-add)</td> </tr> <tr> <td>4 - Reappropriation</td> <td>3 - Deficiency</td> </tr> <tr> <td>5 - Statutory</td> <td>4 - Advance Authorization (Non-add)</td> </tr> <tr> <td>6 - Constitutional</td> <td>5 - Not used</td> </tr> <tr> <td>7 - Other</td> <td>6 - In-lieu of Constitutional</td> </tr> <tr> <td></td> <td>7 - Transfer (Non-add)</td> </tr> <tr> <td></td> <td>8 - Reserve (Non-add)</td> </tr> </tbody> </table>		<u>A-Type</u>	<u>Purpose</u>	1 - Budget Act	0 - No Title	2 - Financial Legislation	1 - In-lieu of Statutory	3 - Carryover	2 - Loan (Non-add)	4 - Reappropriation	3 - Deficiency	5 - Statutory	4 - Advance Authorization (Non-add)	6 - Constitutional	5 - Not used	7 - Other	6 - In-lieu of Constitutional		7 - Transfer (Non-add)		8 - Reserve (Non-add)
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<p>DESCRIPTION OF RECORD TYPES:</p> <p>This report is organized into eight record types:</p> <p>A - <u>Initial Authorization and Control Adjustments</u> - Displays two record types:</p> <ol style="list-style-type: none"> (1) The budget as enacted and posted by FO; and (2) Budget Revision #1 (BR-1), which removes amounts payable items from the Budget Act. Both record types are imported from the BPS-10 System without edits. <p style="padding-left: 40px;"><u>NOTE:</u> Record Type A is suppressed in the PY option report.</p> <p>B - <u>Initial Authorization after BR-1</u> - The sum of the A records from the BPS-10 System. Amounts are computed by CALSTARS.</p> <p style="padding-left: 40px;"><u>NOTE:</u> Record Type B is suppressed in the PY option report.</p> <p>C - <u>CALSTARS Initial Authorization after BR-1</u> - Initial budget data posted by CALSTARS after removing payables. Transaction Codes (TCs) 010, 020 and 086 post to this record type. The C record should match the corresponding B record.</p> <p>D - <u>Differences</u> - Differences between C and B records. Lines that do not match Program/Category number and/or appropriation amount are printed. (The descriptive text may be different without causing a discrepancy.) This record type must be zero for the remainder of the reporting process to be successful. Additional budget adjustment detail can be obtained from the system generated CSBB30-1. The CSBB30 is generated when initial appropriation postings (TC 010, 020 and 086) are different than what was posted in the DOF BPS-10 budget system for the Budget Act, net BR-1. The report includes two columns comparing CALSTARS and the BPS-10.</p> <p style="padding-left: 40px;"><u>NOTE:</u> Record Type D is suppressed in the PY option report.</p>																					

EXHIBIT III-N10

REPORT NAME: Schedule 10 Summary Worksheet	REPORT NO: CSTARN10
<p>DETAIL DESCRIPTION OF RECORD TYPES: (CONTINUED)</p> <p>E - <u>Adjustments to CALSTARS Files</u> - Displays all Budget Revisions and Executive Orders posted to date against an appropriation and FFY. TCs 011, 030, 035 and 088 post to this record type. The data is imported from the CALSTARS files. Additional budget adjustment detail can be obtained from the system generated CSBB31-1. The CSBB31 is generated when there are differences between the budget adjustment entries (posted with TC 011 or 030) in CALSTARS and the BPS-10. The CSBB31 sorts unmatched adjustments by BudSeq number. Separate columns compare what was posted in CALSTARS with what was posted in the BPS-10.</p> <p>F - <u>Revised Appropriation Totals</u> -</p> <ul style="list-style-type: none"> - The Authorized column displays the sum of all C and E records. - The Expended column displays Budgetary Expenditures similar to those recorded on the CSTARB06 Report. - Savings/Carryover is the arithmetic difference between Authorized and Expended. <p>G - <u>Departmental Summary by Character</u> - The total of all appropriation items with the same character, summarized by fund. The four financial columns are the same as the Type F record.</p> <p>H - <u>Departmental Summary, State Operations and Local Assistance</u> - The total of all appropriation items in Character 1 and 2 summarized by fund. The four financial columns are the same as the Type F and Type G records.</p> <p>This is the final page of the report.</p>	
<p>DESCRIPTION OF NON-FINANCIAL DATA ELEMENTS:</p> <p>CHG (Change) - This column may be blank or contain three asterisks (***). Asterisks denote a non-match with the BPS-10 System. A match is attempted on the following Type E records:</p> <ul style="list-style-type: none"> - Budget Sequence (coded value) - Program or Category (coded value) - Authorized (dollar amount). <p>A non-match is also reflected in the corresponding Type F, G and H records. The following footnote is also printed: **** PROGRAM AND/OR AUTHORIZED AMOUNT DOES NOT MATCH BUDGETARY CONTROL."</p> <p>During the Operating Year, this message helps agencies determine which CALSTARS records do not agree with those records posted by the BPS-10 System. Once the year closes, the matching data must agree exactly (either on the report or by manually correcting the report) before submitting the Schedule 10 report to Financial Operations. The exception is when there are items in CALSTARS, such as pending budget revisions that have not yet been posted by Financial Operations.</p>	

EXHIBIT III-N10

REPORT NAME: Schedule 10 Summary Worksheet	REPORT NO: CSTARN10
<p>DESCRIPTION OF NON-FINANCIAL DATA ELEMENTS: (CONTINUED)</p> <p>Agencies may have Record Type E entries with asterisks that include program descriptions but no dollar amounts. These entries are from the BPS-10 System and indicate that FO has created entries (usually Statewide Executive Orders) but the data has not yet been posted to CALSTARS. Agencies may use the Matching and Exception reports to identify the dollar amounts but should not post these amounts until they are confirmed by SCO journal entries.</p> <p>BUD SEQ (Budget Sequence) - A three-digit code assigned to budgetary transactions in the Budget Sequence (BS) Table. This code controls the posting and sequencing of budgetary transactions and provides up to 120 characters of description. This description is printed when a matching record is not available from the BPS-10 System. Where there is a matching record, the BPS-10 description is printed.</p> <p>For more information about the BS Table, see Volume 2, Chapter IV-BS.</p> <p>NOTE: FO generally posts budget adjustments before agencies receive SCO journal entries so agencies may use the N10 or the system generated exception/matching reports to identify the correct Bud Seq number.</p> <p>Program or Category, Program/Category Description - Classifies financial amounts. Program/Category titles are taken from CALSTARS Descriptor Tables.</p> <p>YOC (Year of Completion) - A two-digit number representing the last year an appropriation is available for encumbrance. For Budget Act Support appropriations, YOC equals the Year of Budget (YOB) or the FFY. For continuing appropriations or appropriations without regard to fiscal year, YOC is shown as 'NA'. YOC is calculated based on the Encumbrance Availability Date in the Appropriation Symbol Table. YOC is displayed only in Record Type F.</p> <ul style="list-style-type: none"> - If YOC=YOB, the unexpended balance = Savings. - If YOC>YOB, the unexpended balance = Carryover. 	
<p>FINANCIAL ELEMENTS:</p> <ol style="list-style-type: none"> (1) All financial amounts carry manipulated signs that agree with the signs on the Schedule 10 Report: no sign for a normal balance; a negative sign (-) for an abnormal balance. (2) Amounts are displayed in whole dollars. Cents are carried in the file. In the Expended column, amounts are rounded in the Type F records. The rounded amounts are carried forward so that all derivative amounts foot arithmetically. Data is added to the N10 Report from the appropriation file on a monthly basis. Because the rounding occurs each month when data is added, there may be a slight dollar difference when comparing expenditure and balance amounts to the B06 Report. <p>Financial amounts are reported for all hierarchical agencies within an organization structure that have a fund and a reference item. The hierarchy within the CALSTARS Organization Control Table and an internal table that designates "Headquarters" organizations controls this. For example, a single Support appropriation is made to the Department of Mental Health that includes Headquarters and all State mental hospital facilities. In CALSTARS, Headquarters and each hospital facility has its own Organization Code and performs its own accounting. The N10 report pulls together the appropriation by reference and totals all expenditures at the departmental level for each appropriation reference.</p>	

EXHIBIT III-N10

REPORT NAME: Schedule 10 Summary Worksheet	REPORT NO: CSTARN10
<p>FINANCIAL ELEMENTS: (CONTINUED)</p> <p>If more than one organization has the same appropriation and reference, the following footnote is printed on each page that contains an F, G and H Record Type:</p> <p>*** FINANCIAL AMOUNTS ARE FOR THIS ORGANIZATION AND INCLUDED LOWER LEVEL ORGANIZATIONS. SEE CALSTARS REPORT CSTARN11 FOR DETAILS.</p> <p>(4) Fiscal period options are:</p> <p>CM - creates a report with <u>appropriation records</u> from July 1 through the previous night's process; and <u>budgetary expenditure records</u> from July 1 through the previous fiscal month. The report should be requested <u>after</u> the agency has run cost allocation/fund distribution. Clearing Account records, when present, appear under Program 99.</p> <p>PY - creates a report with both appropriations and expenditures from the <u>prior July 1</u> through last night's process.</p> <p>Authorized: Displays appropriation amounts. Normal sign is + (no sign). Normal balance is a credit. Applicable to all record types.</p> <p>Expended: Original posting for Type F records; summarized in Types G and H records. Displays budgetary expenditures (Cash expenditures, encumbrances and allocated encumbrances). Normal sign is + (no sign). Normal balance is a Debit. Not applicable to record types A-E.</p> <p style="text-align: center;">The following note is included on all pages with Expenditures. (Record Types F, G and H) "EXPENDED COLUMN = EXPENDITURES + MONTHLY ALLOC ENCUMBRANCES AS OF THE END OF THE PRIOR MONTH"</p> <p>Savings: Calculated for Type F records as the difference between Authorized and Expended when the calculated fiscal year of the Year of Completion (YOC) is equal to the Year of Budget (YOB). Normal sign is a + (no sign). Normal balance is a Credit. Not applicable to record types A-E.</p> <p>Carryover: Calculated for Type F records as the difference between Authorized and Expended when the Year of Completion (YOC) is greater than the Year of Budget (YOB). Normal sign is a + (no sign). Normal balance is a Credit. Not applicable to record types A-E.</p> <p>NOTE: Savings and Carryover never occur in the same appropriation record. When a partial reappropriation occurs, the carryover portion is given a new Reference and made a separate record.</p>	
<p>SPECIAL NOTES:</p> <p>The N10 Report cannot be obtained through the Special Report Request process. However, the PY report is available after YEC/YEO until the subsequent December 31st.</p> <p>Several reference types are displayed as non-add items. These amounts are shown in parentheses (nnn) and are considered memo fields only. The amounts are not carried into the totals.</p>	

EXHIBIT III-N10

REPORT NAME: **Schedule 10 Summary Worksheet**

REPORT NO: **CSTARN10**

SPECIAL NOTES: (CONTINUED)

Additional budget adjustment detail can be obtained from the system generated CSBB30-1 and CSBB031-1. See also Volume 2, Chapter IV-BS – Budget Sequence Table

Headquarters with Institutions Organizations

The N10 report is available to UCM Level 1 agencies and specified Headquarters organizations that have a budgetary function on behalf of subordinate organizations. The Report Request Selection Screen does not display this report for subordinate organizations such as institutions, hospitals or prisons. The equivalent report for institutions is the N11 Report.

The following organizations are designated as "Headquarters" for their respective departments. They are entitled to receive the N10 Report on behalf of their Level 1 organization.

Headquarters Org Code	Departmental Org Code	Department
4310	4300	Developmental Services
4450	4440	Mental Health
5250	5240	Corrections
5470	5460	Youth Authority
6110	6100	Education
8955	8950	Veterans Affairs

REPORT SORT:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Character	None	Yes	Yes
Division	None	Yes (when used)	Yes (when used)
Unit	None	Yes (when used)	Yes (when used)
Fund	None	Yes	No - (Fund total is on H Record)
Prop 98 Indicator	None	Yes	Yes - Also General Fund Total
Appropriation ID	None	Yes	Yes
Record Type A	None	No	Yes
Record Type B	Suppressed if FM=PY	No	Yes
Record Type C	None	No if FM=CM Yes if FM=PY No if no data	Yes
Record Type D	Suppressed if FM=PY	Yes if FM=CM No if no data	Yes
Record Type E	None	No	Yes
Record Type F	None	Yes	Yes
Record Type G	None	Yes	Yes
Record Type H	None	Yes	Yes
BudSeq	None	No	Yes
Prog-Elem-Comp-Task	None	No	(Detail level)

EXHIBIT III-N11

REPORT NAME: Schedule 10 Detail Worksheet	REPORT NO: CSTARN11								
<p>PURPOSE: To provide detail financial data:</p> <ul style="list-style-type: none"> (1) To agencies with institutions on an appropriation basis during the operating year; (2) To the included institutions showing allocation orders issued to them by their headquarters during the operating year; and (3) To headquarters organizations at the close of the operating year in support of the summary data contained in the N10 Report. 									
<p>DESCRIPTION: Lists each expenditure appropriation, all the adjustments to it <u>including allocation orders</u>, the budgetary expenditures against it and the savings /carryover.</p> <p>Summarizes financial amounts by Appropriation ID for individual institutions.</p> <p>This report is only applicable to departments with institutions where appropriations are made at the departmental level but the included institutions are separate accounting entities. These organizations include the departments of Corrections, Developmental Services, Mental Health, Education, Youth Authority, Veterans Affairs and the California Science Center (for the African-American Museum.)</p>									
<p>REPORT REQUEST OPTIONS:</p> <p>Report Period: (See Financial Elements, Note 4)</p> <p>FM: CM = From July 1 of the current year through the previous fiscal month/previous night; PY = From the <u>prior</u> July 1 through the previous night.</p> <p>P: Not applicable</p> <p>Level of Detail:</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>Index (I)</u></td> <td style="text-align: center;"><u>Program (P)</u></td> <td style="text-align: center;"><u>Object/Source(O/S)</u></td> <td style="text-align: center;"><u>Fund (F)</u></td> </tr> <tr> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> </tr> </table> <p>Fund Selection: Not Applicable</p> <p>GLAN Selection: Not Applicable</p> <p>Additional Report Selection Options: Not applicable</p> <p>Destination Options: All available output media</p> <p>E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:</p> <p>Report Period FM: All options available</p>		<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable
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EXHIBIT III-N11

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	7 - Transfer (Non-add)																				
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<p>DETAIL DESCRIPTION OF RECORD TYPES:</p> <p>This report is organized into the following record types:</p> <p>C - <u>CALSTARS Initial Authorization after BR-1</u> - Initial budget data posted by CALSTARS after removing the payables. Transaction Codes (TCs) 010, 020 and 086 post to this record type. Applicable only to organizations that post appropriations to their organization code. N11 reports requested by institutions normally do not contain C records since appropriations are rarely made to institutions. Record Type C is printed on the report with a zero amount.</p> <p>E - <u>Adjustments to CALSTARS Files</u> - All Allocation Orders and where applicable, Budget Revisions and Executive Orders, posted to date against an appropriation and FFY. TCs 011, 020, 022, 028, 030, 034, 035 and 088 post to this record type. The data is imported from the CALSTARS files.</p> <p>NOTE: Each organization is required to do its own posting. Headquarters only posts the Allocations-out. When the field organization is aware of an allocation order either by communication from Headquarters or by receipt of the SCO journal entry, they post the corresponding Allocations-in. CALSTARS does not have a mechanism to do a simultaneous entry or cross-posting.</p>																					

EXHIBIT III-N11

REPORT NAME: Schedule 10 Detail Worksheet	REPORT NO: CSTARN11
<p>DETAIL DESCRIPTION OF RECORD TYPES (CONTINUED)</p> <p>F - <u>Revised Appropriation Totals</u> -</p> <ul style="list-style-type: none"> - The Authorized column displays the sum of C and E records from the <u>appropriation</u> and reimbursement entries. - The Allocated column displays the net of E records from <u>allocation order</u> entries. - The Expended column displays Budgetary Expenditures similar to those recorded on the B06 Report. (See notes.) - Savings/Carryover is the arithmetic difference between the sum of Authorized plus Allocated, less Expended. <p>J - <u>Net Allocation and Expenditure Detail</u> - The sum of appropriations, allocation orders and budgetary expenditures for all the included organizations with the same Level 1 Org code, fund and reference. This record type is intended for headquarters organizations that have budget responsibility for field or institutional organizations. This record type is only displayed on N11 reports requested by headquarters organizations.</p> <p>This is the final page of the report for the fund and reference. There is no higher level or summary.</p>	
<p>DESCRIPTION OF NON-FINANCIAL DATA ELEMENTS:</p> <p>Bud Seq (Budget Sequence) A three-digit code assigned to budgetary transactions in the Budget Sequence (BS) Table. This code controls the posting and sequencing of budgetary transactions and provides up to 120 characters of description. Applicable to Type C and E records. The N11 report does not match the data from the BPS-10 System.</p> <p>Budget Sequence is assigned by the agency based on guidelines from Financial Operations (FO) in the Department of Finance. For allocation orders, the Budget Sequence series used is at the discretion of the department. CALSTARS recommends using numbers in the 800-999 series; however, institutions should establish a Bud Seq number based on numbering conventions determined by their headquarters.</p> <p>For more information about the BS Table, see Volume 2, Chapter IV-BS.</p> <p>Program or Category, Program/Category Description - Used to classify financial amounts. Program/Category are titles are taken from CALSTARS descriptor tables.</p> <p>Lvl1 Lvl2 Lvl3 (Levels 1, 2 and 3) - Applicable to Type J records only. These three columns display the organizational hierarchy that supports the institutional department. This information is from the Organization Control Table of the affected organizations.</p> <p>Organization Title - Applicable to Type J records only. Displays the Organization Title of the lowest level organization shown in levels 1, 2 or 3. Printed next to the title are the summary financial amounts for that organization within the Fund and Reference.</p>	

EXHIBIT III-N11

REPORT NAME: Schedule 10 Detail Worksheet	REPORT NO: CSTARN11
<p>FINANCIAL ELEMENTS:</p> <p>(1) All financial amounts carry manipulated signs that agree with the signs on the Schedule 10 Report. No sign for a normal balance; a negative sign (-) for an abnormal balance.</p> <p>(2) Amounts are displayed in whole dollars. Cents are carried in the file. In the Expended column, amounts are rounded in the Type F records. The rounded amounts are carried forward so that all derivative amounts foot arithmetically.</p> <p>(3) Financial amounts are reported for individual organizations. A J record is produced for organizations that have institutions specified in the Organization Control Table, The total line of the J record should be the same amount that is displayed on the total line for the N10 report.</p> <p>(4) Options for fiscal periods are:</p> <p>CM - creates a report with <u>appropriation</u> and allocation order records from July 1 through the previous night's process; and <u>budgetary expenditure</u> records from July 1 through the previous fiscal month. The report should be requested <u>after</u> the agency has run cost allocation/fund distribution. Clearing Account records, when present, appear under Program 99.</p> <p>PY - creates a report with appropriations, allocation orders and expenditures from the <u>prior</u> July 1 through last night's process.</p> <p>Authorized: Displays appropriation and reimbursement amounts. Normal sign is + (no sign). Normal balance is a Credit. Applicable to all record types.</p> <p>Allocated: Displays amounts for each executed allocation order. For Type E records, the allocations are only displayed for the specific agency shown in the Organization Code on the report. For Type J records, the allocations are for the headquarters organization and all included field organizations.</p> <p style="padding-left: 40px;">Allocations-out - Transaction Code (TC) 034 - are displayed with a negative sign (-) and are a <u>reduction</u> of authority to expend. Use TC 028R for Reimbursements Allocated-out.</p> <p style="padding-left: 40px;">Allocations-in - TC 022 - are displayed with no sign and are an <u>increase</u> of authority to expend. Reimbursements Allocations-in are posted with TC 028 and appear in the Authorized column.</p> <p>Expended: Calculated for each Fund and Reference and posted as Type F records. Displays budgetary expenditures (Cash expenditures, encumbrances and allocated encumbrances). Normal sign is + (no sign). Normal balances is a Debit. Not applicable to type C or E records.</p> <p>The following note is included on all pages with Expenditures. (Record Types F and J)</p> <p style="text-align: center;"><i>"EXPENDED COLUMN = EXPENDITURES + MONTHLY ALLOC ENCUMBRANCES AS OF THE END OF THE PRIOR MONTH"</i></p>	

EXHIBIT III-N11

REPORT NAME: Schedule 10 Detail Worksheet	REPORT NO: CSTARN11																											
FINANCIAL ELEMENTS: (CONTINUED)																												
<p>Savings: Calculated for Type F records as the difference between Authorized plus Allocated and Expended when the calculated fiscal year of the Year of Completion (YOC) is equal to the Year of Budget (YOB). Normal sign is a + (no sign). Normal balance is a Credit. Not applicable to record types C and E.</p> <p>Carryover: Calculated for Type F records as the difference between Authorized plus Allocated and Expended when the Year of Completion (YOC) is <u>greater</u> than the Year of Budget (YOB). Normal sign is a + (no sign). Normal balance is a Credit. Not applicable to record types C and E.</p> <p>NOTE: Savings and Carryover never occur in the same appropriation record. When there is a partial reappropriation, the carryover portion is given a new Reference and made a separate record.</p>																												
SPECIAL NOTES:																												
<p>The N11 Report cannot be obtained through the Special Report Request process. However, the PY report is available after YEC/YEO until the subsequent December 31st.</p> <p>This report is available only to agencies with subordinate institutions. The following organizations are entitled to receive the N11 Report on behalf of their departments. Each institution receives its own report for its organization code.</p>																												
<table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Headquarters</th> <th style="text-align: left;">Departmental</th> <th style="text-align: left;">Department</th> </tr> <tr> <th style="text-align: left;"><u>Org Code</u></th> <th style="text-align: left;"><u>Org Code</u></th> <th style="text-align: left;"><u>Department</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1105</td> <td style="text-align: center;">1100</td> <td>CA Science Center (for African-American Museum)</td> </tr> <tr> <td style="text-align: center;">4310</td> <td style="text-align: center;">4300</td> <td>Developmental Services</td> </tr> <tr> <td style="text-align: center;">4450</td> <td style="text-align: center;">4440</td> <td>Mental Health</td> </tr> <tr> <td style="text-align: center;">5250</td> <td style="text-align: center;">5240</td> <td>Corrections</td> </tr> <tr> <td style="text-align: center;">5470</td> <td style="text-align: center;">5460</td> <td>Youth Authority</td> </tr> <tr> <td style="text-align: center;">6110</td> <td style="text-align: center;">6100</td> <td>Education</td> </tr> <tr> <td style="text-align: center;">8955</td> <td style="text-align: center;">8950</td> <td>Veterans Affairs</td> </tr> </tbody> </table>	Headquarters	Departmental	Department	<u>Org Code</u>	<u>Org Code</u>	<u>Department</u>	1105	1100	CA Science Center (for African-American Museum)	4310	4300	Developmental Services	4450	4440	Mental Health	5250	5240	Corrections	5470	5460	Youth Authority	6110	6100	Education	8955	8950	Veterans Affairs	
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EXHIBIT III-N11

REPORT NAME: **Schedule 10 Detail Worksheet**

REPORT NO: **CSTARN11**

REPORT SORT:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Character	None	Yes	No
Division	None	Yes (when used)	No
Unit	None	Yes (when used)	No
Fund	None	Yes	No
Appropriation ID	None	Yes	No
Record Type C	None	No	Yes
Record Type E	None	No	Yes
Record Type F	None	Yes	Yes
Record Type J	(Available only to headquarters activities)	Yes	Yes
BudSeq	None	No	Yes
Prog-Elem-Comp-Task	None	No	(Detail level)
Org-Levels	(Available only to headquarters activities)	No	Yes (Totals only)

EXHIBIT III-N20

REPORT NAME: Revenues and Transfers Schedule 10R Worksheet	REPORT NO: CSTARN20
PURPOSE: To provide summary revenue and transfer data by fund: <ol style="list-style-type: none"> (1) To all agencies during the operating year on a CM or PM basis, to show the revenues and transfers for the Current Year Actual and Current Year Estimated as compared with the Past Year Actual; (2) To all agencies after the close of the operating year on a PY basis, to show Past Year Actual only, in the same format as the Schedule 10R. This report may be used to post amounts to the Schedule 10R; and (3) To the four departments with subordinate institutions, (Corrections, Developmental Services, Mental Health and Youth Authority) to display the revenues for the complete department, headquarters only or any of the individual institutions. The summary report for the complete department is available only to the designated headquarters organization of the department. 	
DESCRIPTION: The report is to be used as a worksheet for development and reporting of Past and Current Fiscal Year revenue and transfer information. A Budget Year column is included for future expansion. The report lists revenues and transfers for every Governmental Cost Fund within an agency. Non-governmental Cost Funds are not reported unless they are part of a transfer to the General Fund or a special fund. <p>Page breaks are at the end of each fund. Fund data is displayed in three sections:</p> <ul style="list-style-type: none"> • Revenues - listed by UCM Revenue Source Code (1st digit "1"). The normal sign is positive (no sign). • Transfers To - each record contains a six-digit budgetary source code starting with T0 and the four-digit fund to which the transfer is directed. The fund to which the transfer is directed is identified by the subsidiary in the accounting transaction. The normal sign is negative (-). • Transfers From - each record contains a six-digit budgetary source code starting with F0 and a four-digit fund which is the source fund of the transfer. The fund references the source of the transfer (identified by the subsidiary within the accounting transaction.) The normal sign is positive (no sign). 	

EXHIBIT III-N20

REPORT NAME: Revenues and Transfers Schedule 10R Worksheet	REPORT NO: CSTARN20
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REPORT REQUEST OPTIONS:

Report Period:

- FM:** CM = From July 1 of the current year through the previous night.
 PM = From July 1 of the current year through the end of the previous fiscal month.
 PY = From the prior July 1 through FM 13 or YEC/YEO.
P: Not applicable

Level of Detail:

<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>
0 - (Default) Summary	Not Applicable	Not Applicable	Not Applicable
1 - HQ or institutional org only			

Fund Selection: Not applicable

GLAN Selection: Not applicable

Additional Report Selection Options: Not applicable

Destination Options: All available output media

E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:

- Report Period FM: PM or PY
 Level of Detail: All options available

DETAIL DESCRIPTION OF RECORD TYPES

The N20 Report has minor format differences based on whether it is requested as a **CM/PM** (Current/Prior Month) option or **PY** (Prior Year) option:

A - Common Elements to all report request options

- (1) The top line of the heading is standard to all CALSTARS reports.
- (2) The **PY** option may be requested until 6/30 of the subsequent year. The values are either FM 13, or, if the agency has completed YEC/YEO, as of YEC/YEO.
- (3) The Index Level of Detail **1** is an option available to Headquarters and institutions for institutional agencies. The option **1** allows a defined Headquarters or institution to request this report only for the revenues specific to that organization code. The default **0** (zero) summarizes all revenues for these agencies irrespective of organization code. **0** is also the default for all other agencies.
- (4) **Unit** refers to the responsible unit in the Department of Finance.
- (5) **Fund SAL** refers to the State Appropriations Limit. Fund SAL is part of the reference data in the D22 Descriptor Table. The Fund SAL codes are:
 - I** = Included;
 - E** = Excluded; and
 - O** = Always excluded.
- (6) **SAL** (printed vertically) refers to the State Appropriation Limit for the specific revenue source. Revenue source SAL is maintained in the D33 Descriptor Table for 1st Digit "1" (revenue) source codes. SAL by revenue source is either Included (**I**) or Excluded (**E**).
- (7) The first line of the **Transfer** title is derived from the D22 Fund Descriptor Table. It is based on the fund referenced in the Subsidiary in the transfer account transaction. The second and third lines, when present, come from the optional BudSeq coding for transfer transactions.

EXHIBIT III-N20

REPORT NAME: Revenues and Transfers Schedule 10R Worksheet	REPORT NO: CSTARN20
DETAIL DESCRIPTION OF RECORD TYPES (Continued)	
<u>B - Current/Prior Month (CM/PM) Option</u>	
<ol style="list-style-type: none"> (1) The second heading line at the upper left reads "Current Year Actual" together with the fiscal year, such as 1998/99. (2) Financial amounts (in thousands) are in four columns: PY Actual, CY Actual, CY Estimated and BY Projected. (3) CM option records all events as of the close of the previous night's batch process. The "As of" date is the current date. (4) PM option records events as of the end of the previous month. The "As of" date is the last day of the previous month. (5) PY Actual is the same as the amounts on the PY report. The amounts represent governmental cost fund revenues and transfers recorded from July 1 of the prior year through FM 13. The revenue data must match the Report 4 – Statement of Revenues submitted with the Year-End Financial Statements. These amounts do not change as an agency goes through YEC/YEO. (6) CY Actual is derived from bucket 04 and 13 (Net Transfer and Earned Revenue) transactions during the current year for governmental cost funds. Transfers are reflected based on DOF criteria. (7) CY Estimated is derived from bucket 12 (Estimated Revenue) for governmental cost funds. Estimated Revenues are optional transactions for state agencies. Currently, there are no transaction codes to record the estimated amounts for Transfers To or Transfers From. (8) BY Projected is reserved for future use; no CALSTARS data is reported in this column. Staff responsible for preparing future revenue projections may use this space for handwritten values to be included in their Schedule 10R's. 	
<u>C - Prior Year (PY) Option</u>	
<ol style="list-style-type: none"> (1) The second heading line at the upper left reads "Prior Year Actual" together with the fiscal year, such as 1998/99. The "As of" date of the report is always "06/30/nn" where "nn" represents ending two digits of the prior year. (Example: if the prior year were 2003-04, the As of date would be 06/30/04.) (2) Financial amounts (in thousands) are in three columns: PY Actual, CY Estimated and BY Projected. (3) CY and BY columns are not used on a PY report. 	
FINANCIAL ELEMENTS:	
<ol style="list-style-type: none"> (1) All financial amounts carry manipulated signs that agree with the signs on the Schedule 10R Report. No sign is used to designate a normal balance; a negative sign (-) is used to designate an abnormal balance. (2) Transfers From display no sign and <i>increase</i> the Total Revenues and Transfers. (3) Transfers To display a negative sign (-) and <i>decrease</i> the Total Revenues and Transfers. (4) Financial amounts are carried to the nearest cent (\$0.01) in the file. Amounts are rounded to the nearest thousand dollars when displayed by source code. The rounded amounts are carried forward so that all derivative amounts foot arithmetically. (5) The N20 report is not available at the Fund Detail level. (6) Each fund stands alone. The report does not include summary totals by fund or fund class. 	

EXHIBIT III-N20

REPORT NAME: Revenues and Transfers Schedule 10R Worksheet	REPORT NO: CSTARN20
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SPECIAL NOTES:

Special Treatment of Transfers: The process for writing transactions to the CS10R Subsystem *intuitively* determines whether a transfer should be included on the N20 report based on DOF criteria displayed in the Treatment of Transfers Between Funds chart (on the next page). Agencies have the option of establishing and including a Budget Sequence table entry and number for their transfer transactions to identify the authority or citation for the transfer on the N20 reports. This meets the budget reporting requirement that the authority for transfers and (interfund) loans must be included in the Schedule 10R.

Requested at the default level of detail, the N20 Report is a Level 1 Summary document that provides data in a budget reporting format. The UCM Organization section establishes and classifies all organizations within state government by level. The levels are designated A, B, 1, 2, and 3. These levels are coded on the OC Table. For most departments, boards and commissions that receive annual Legislative appropriations, Level 1 is the level shown in the Budget Act. For departments with institutions at Levels 2 and 3, the N20 summarizes activity for all organizations even though they may have separate CALSTARS organization codes. Level 2 and 3 agencies may specify by report ordering level of detail that the report is for a specific institution.

On July 1st of each year, the CS10R Past Year File is purged, re-opened and prior year data is rolled into it. FM 12 entries posted after June 30th and all FM 13 entries post to the CS10R Past Year File. Simultaneously, a new Current Year CS10R File is established for current fiscal year entries processed in FM 01. The PY option is available July 1st and continues to be available to agencies until the subsequent fiscal year roll on June 30th, regardless of when YEC/YEO was run.

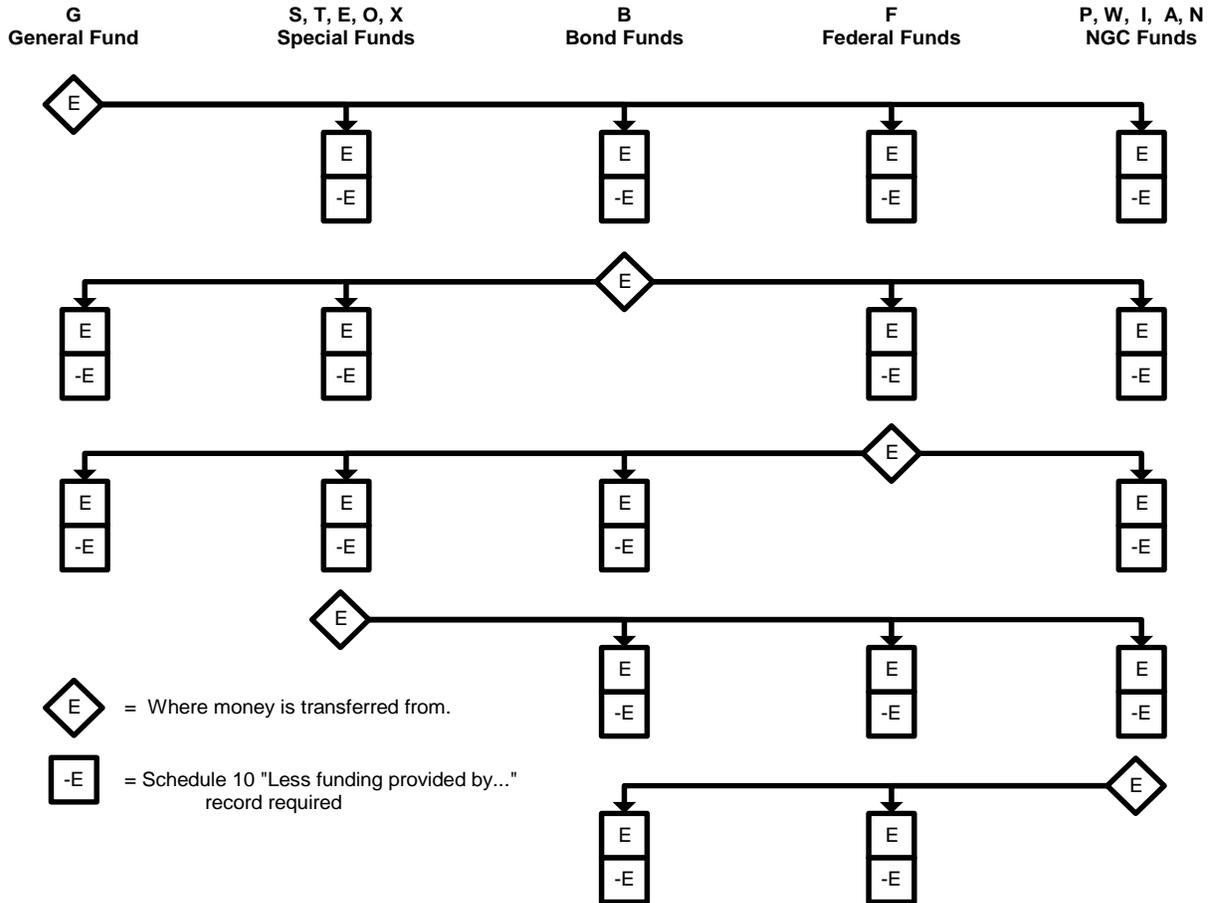
REPORT SORT:

SCO DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Fund	None	Yes	Yes (Totals, Revenues and Transfers)
Revenues	None	No	Yes
Transfers From	None	No	Yes
Transfers To	None	No	Yes

TREATMENT OF TRANSFERS BETWEEN FUNDS

The general concept is to record disbursement of moneys as expenditures from the fund which originally received the moneys. However, there are exceptions as noted below where the transfers are treated as "revenue transfers" instead of expenditures. These rules apply to preparation of the Budget, the Change Book process, and to the fiscal summary of bill analyses.

"EXPENDITURE" TRANSFERS - SCHEDULE 10



"REVENUE" TRANSFERS - SCHEDULE 10R

