



IV—A Year-end Closing - Prepare Governmental Fund Reports

This chapter discusses required year-end financial reports for governmental funds. Year-end financial reports for proprietary and fiduciary funds are discussed in Chapter V. Several CALSTARS reports are used to prepare year-end financial reports. Each fund must have a separate set of financial reports. This chapter describes each of the year-end financial reports and the specific CALSTARS reports that should be used to prepare them. Agencies should also review the *Year-end Financial Reports* letter issued by the State Controller's Office (SCO) in early June for additional instructions.

Year-end financial reports produced by agencies on personal computers must be approved in advance by the SCO.

Exhibit IV-1 displays the year-end financial reports that must be submitted to the SCO or the State Treasurer's Office.

CALSTARS agencies may choose to participate in the automated year-end process in lieu of preparing and submitting Reports 1, 2, 3, 5 and 15. The requirements and instructions for automated governmental cost fund reporting are discussed in Chapter IV-B.

Although all of the sample financial reports shown include the completed certification signature blocks, this is no longer required. Instead, SCO requires that agencies submit a cover memo including a certification statement listing all attached year-end reports. Exhibit IV-2 displays a sample certification cover memo.

EXHIBIT IV-A--1
LIST OF REPORTS TO BE SUBMITTED TO
STATE CONTROLLER'S OFFICE (SCO) OR STATE TREASURER'S OFFICE (STO)

No.	Year-end Report	Standard Form or CALSTARS Report	Governmental Cost Funds & Bond Funds ^{d/}	Non-Governmental Cost Funds	Report Distribution ^{e/, i/}		SAM Section
					SCO	STO	
1	Report of Accruals to Controller's Accounts ^{a/}	571	X		X		7952
2	Accrual Worksheet ^{a/}	572	X		X		7953
3	Adjustments to Controller's Accounts ^{a/}	576	X	X	X		7955
4	Final Statement of Revenue (includes reconciliation with Controller's Accounts) ^{b/}	Q26	X		X		7956
5	Final Reconciliation of Controller's Accounts with Final Budget Report ^{a/, b/}	573	X		X		7957, 7959
7	Pre-Closing Trial Balance ^{b/, h/}	G02	X	X	X		7962
8	Post-Closing Trial Balance ^{b/, h/}	G02	X	X	X		7962
9	Analysis of Change in Fund Balance (Statement of Operations) ^{b/}	G04		X	X		7963
14	Report of Bank and/or Savings and Loan Association Accounts Outside State Treasury	445	X	X	X	X	7975
15	Reconciliation of Agency Accounts with Transactions per State Controller ^{a/, b/}	^{e/}	X		X		7976
18	Statement of Changes in General Fixed Assets	G05	X		X		7977
19	Statement of General Fixed Assets	G05	X		X		7977.5
20	Statement of Financial Condition	G04		X ^{i/}	X		7978
22	Statement of Contingent Liabilities	^{e/}	X	X	X		7979
N/A	General Ledger Trial Balance	G01		X ^{g/}	X		N/A

^{a/} CALSTARS Report CSYDB3-1 may be submitted in lieu of Reports 1, 2, 3, 5, and 15 for Governmental Cost Funds and General Obligation Bond Funds.

^{b/} If agencies prepare reports containing accruals, there must be a footnote to the report such as: "Includes year-end accruals pursuant to State Administrative Manual instructions". Refer to SAM Section 7951.

^{c/} Use the SAM Section or the exhibit in this Chapter as a suggested form.

^{d/} Refer to the Uniform Codes Manual (UCM), Fund Section, to determine the fund type for a fund.

^{e/} See SAM Section 7951 for required certification. All year end reports must be available for review upon request by the Department of Finance.

^{f/} For Non-Treasury Trust Funds, Report 20 is not submitted.

^{g/} Submit for Shared funds only (i.e., funds using GLA 5570-Fund Balance Clearing).

^{h/} Bond fund statements must be submitted at both fund and fund detail level.

^{i/} Mailing Address and Interagency Mail Service (IMS) Code:

State Controller's Office
Division of Accounting (B-8)
P.O. Box 942850
Sacramento, CA 94250-5875

State Treasurer's Office
Securities Clearance Section (C-15)
P.O. Box 942809
Sacramento, CA 94209-0001

ENCUMBRANCES - Both the total amount of encumbrances and any reimbursement receipt accruals that fund the encumbrances must be reported in order to arrive at the *net* encumbrances for the appropriation. Refer to the discussion on encumbrances in the previous section covering Form 571A, 571B and 571A/B for further explanation.

Amount of encumbrances included in the expenditure accruals

Enter the encumbrances included in accruals for each detail appropriation.

Locate the encumbrance amounts by appropriation on the B06 Report in the "Encumbrances/Allocated Encumbrances" column. After entering the encumbrance amount on the detail appropriation line, enter a **D** or **C** in the "D/C" column, as appropriate.

Amount of encumbrances funded by accrued reimbursements

Enter the encumbrances funded by accrued reimbursements in the "Encumbrances" column of the corresponding reimbursement (Type **F**) account. Enter a **C** in the "D/C" column. The amounts to be included must be determined based on how reimbursable costs are identified by the agency. Refer to the discussion of encumbrances in the previous section covering the Form 571A, 571B and 571A/B for further explanation.

Note: These amounts are not reflected in the corresponding detail appropriation line on the B06.

IMPORTANT: Verify that the encumbrance total on this portion of Report No. 1 (Forms 571-C and 571D) equals the total entered on the previous portion (opposite sign) (Form 571A, 571B, and 571A/B).

ACCOUNT NUMBER - The Detail Account numbers (**D**, **F**, **R**, etc.) maintained by the SCO are pre-printed here.

ACCRUAL AMOUNT - Enter the net accrual applicable to each appropriation line. Leave the "Amount" column **blank** for accounts with no accruals. Do not enter 0.00 (zero). The accrual amounts are the line totals ("Net Total Accruals per Agency" column) on the Accrual Worksheet (Report 2).

D/C - Enter **D** when the amount is a debit or **C** when the amount is a credit. The signs are reversed from the Accrual Worksheet.

ACCOUNT NOT PREPRINTED ON FORM - If there is an accrual to an account not shown on the form and the SCO has verified that it is a valid account, add information to Form 571D as follows:

ACCOUNT DESCRIPTION - Enter the appropriation title as entered on the appropriation symbol table.

ENCUMBRANCES - Enter the amount of encumbrance included in the accrual, if any.

FY - TASK - Enter the codes that identify the appropriation account in these columns.

T (ACCOUNT TYPE) - Enter the Account Type code per SCO records:

- D - Disbursement
- F - Reimbursement
- R - Revenue
- T - Transfer

SOURCE FUND - Enter the 4-digit Fund for a reimbursement account source.

REVENUE/OBJECT - Enter the UCM 6-digit Source code for a revenue or receipt account.

AMOUNT - Enter the accrual amount.

D/C - Enter **D** when the amount is a Debit or **C** when the amount is a Credit.

NET DEBITS/CREDITS - At the bottom of each page, enter the **net** of the debits and credits in the "Encumbrances". Indicate whether the **net** amount is a debit or credit.

FINAL CHECKS - For both the "Encumbrance" and "Amounts" columns, add the NET DEBITS/CREDITS on all pages of Form 571 (A-D). The summed total for both columns must equal zero.

Exhibit IV-3 shows a sample of Report No. 1. Exhibit IV-4 is the Report No. 1 Reference Guide. This reference guide should be used in conjunction with the detailed instructions presented above.

**REPORT NO. 7 - PRE-CLOSING TRIAL BALANCE (AND)
REPORT NO. 8 - POST-CLOSING TRIAL BALANCE**

The G02, Year-end General Ledger Report is submitted containing the Pre-Closing and Post-Closing Trial Balances. A sample of the Pre-Closing Trial Balance is shown in Exhibit IV-14. The Post-Closing Trial Balance is shown in Exhibit IV-15. Exhibit IV-16 is a sample of Subsidiaries on File.

Note: The SCO requires a G02 for Bond funds at both the Fund and Fund Detail level.

The G02 Report differs from the standard G01 Report in that the G02 format displays only ending general ledger account balances with certain accounts either consolidated or omitted. These differences are described below.

FORMAT - The G02 Report displays the ending balance of each General Ledger Account. If the balance is positive it is displayed in the debit column. Negative balances are displayed in the credit column.

CONSOLIDATED ACCOUNTS - Several general ledger accounts are consolidated for year-end reporting purposes. See the chart below.

General Ledger Account Consolidation	
General Ledger Account (G01)	Consolidated Account (G02)
9000 Expenditures 6150 Encumbrances 6151 Annual Allocated Encumbrances 6152 Start of Year Encumbrances	9000 Budgetary Expenditures
3010 Accounts Payable 6155 Encumbrances-Offset 6156 Annual Allocated Encumbrances-Offset	3010 Accounts Payable
1140 Cash in State Treasury ^{1/} 6157 Start of Year Encumbrances-Offset 5570 Fund Balance-Clearing	5570 Fund Balance-Clearing

^{1/} If **Shared** fund

DUE FROM'S AND DUE TO'S - The Post-closing Trial Balance shows GLA 1400-Due from other Funds/Appns. as GLA 1410 and GLA 1420. GLA 1500-Due From Other Governments shows as GLA's 1510, 1540 and 1590. GLA 3110-Due to Other Funds appears as GLA 3114 and 3115 based on the subsidiary code used on these transactions.

GLA 1140-CASH IN STATE TREASURY - CIST is closed to GLA 5570-Fund Balance Clearing on the G02 Report if the fund is a shared fund.

FUND BALANCE - The nominal accounts for shared funds are displayed as if they were closed to GLA 5570-Fund Balance-Clearing. The nominal accounts for non-shared funds are displayed as if they were closed to GLA 5530-Fund Balance-Unappropriated. However, the nominal accounts for proprietary non-shared funds (D22 Table GAAP Indicator of **E** or **I**) are displayed as if they were closed to GLA 5540-Retained Earnings.

NOTE: If the nominal accounts are closed into the incorrect Fund Balance, see Volume 7, Chapter III, *Reclassify Fund Balance Clearing* section for the required adjusting entry.

If the Fund Balance (GL 5530) in a non-shared fund is a debit amount on the Post-Closing Trial Balance, SCO requires an explanation. A footnote must be included on the Report No. 8.

GLA ACCOUNTS WITH SUBSIDIARY FILE SUPPORT - If the sum of the Subsidiaries File entries do not equal the amount of the GLA on the Post-Closing Trial Balance, the GLA is omitted from the Trial Balance and is footnoted on the bottom of the Post-Closing Trial Balance. The debit and credit columns of the Post-closing Trial Balance will be out of balance. This situation must be corrected before financial reports are completed.

NON-SHARED FUNDS - Non-shared funds are accounted for by a single agency. However, appropriations at the fund level (e.g., GAAP Reporting, Board of Control claims, etc.) may be made to agencies other than the administering agency managing the the non-shared fund. This results in the GLA 1140 Cash In State Treasury balance not agreeing with the SCO balance. Agencies can enter TC 581 (Dr GL 5530, Cr GL 1140) to record the GLA 1140 activity for these types of transactions.

INTERFUND LOANS IN NON-SHARED FUNDS – Interfund loan activity is typically maintained on a cash basis and is posted from SCO documents. However, interest earned and loan repayments that are due within a year may be accrued at year-end when amounts are known.

Short term loans per Government Code Sections 16310, 16351, or 16381 do not require additional entries or disclosure for year-end reporting.

Refer to Volume 3, Chapter IV, Accounting For Interfund Loans, for more information.

REPORT NO. 9. - ANALYSIS OF CHANGE IN FUND BALANCE

Agencies submit a Report No. 9, Analysis of Change in Fund Balance, when they account for a non-governmental fund in its entirety or for an account within a non-governmental fund in its entirety, such as, the Federal Trust Fund or the Special Deposit Fund.

The G04, Year-end Special Fund Equity Report, is submitted when Report No. 9, Analysis of Change in Fund Balance, is required. Although the G04 Report may be requested for any fund, it should only be submitted for **Non-governmental Non-shared** funds. Report No. 9 is described in Chapter V, Prepare Non-governmental Cost Fund Reports.

REPORT NO. 10 - ANALYSIS AND RECONCILIATION OF REVOLVING FUND ACCOUNTABILITY

This is no longer a year-end report, but the analysis and reconciliation should be performed and kept on file with other year-end reports. See the Chapter II examples of an Office Revolving Fund reconciliation and an accompanying G01 Report in Exhibits II-1 and II-2.

REPORT NO. 11 - RECONCILIATION OF GENERAL CHECKING ACCOUNT

This report is no longer required at year-end. However, the reconciliation should be prepared and kept on file with the other monthly bank reconciliations.

REPORT NO. 13 - REPORT OF EXPENDITURES OF FEDERAL FUNDS

This report is prepared for Federal Funds and is discussed in Chapter V, section *Prepare Trust and Agency Funds-Federal*. This report is no longer submitted, but is required to be kept on file.

REPORT NO. 14 - REPORT OF ACCOUNTS OUTSIDE THE TREASURY SYSTEM

Every agency must submit a Report No. 14, Report of Bank/Savings and Loan Association Account Outside the Treasury System (Standard Form 445) to the State Treasurers Office ***whether or not it has funds outside the Treasury system***. There should be only one statement per agency (not one statement per fund). If an agency does not have accounts outside the treasury system, do not submit Report No. 14 to the SCO, however, indicate in the certification letter that there are no accounts outside the state treasury. If the agency does have funds outside the Treasury system, refer to the Chapter V, section *Prepare Trust and Agency Funds-Other*, subsection *Non-Treasury Trust Funds (NTT)* for a discussion of other required reports.

Exhibit IV-17 shows a sample of Report No. 14.

NOTE: If an agency has the ability to accept a credit card as a means of payment, these accounts are considered "zero balance accounts". These accounts must be reported on the Report No. 14.

EXHIBIT IV-A-17

STATE OF CALIFORNIA
**REPORT OF BANK/SAVINGS AND
 LOAN ASSOCIATION ACCOUNT
 OUTSIDE THE TREASURY SYSTEM**
 STD. 445 (REV. 6-98)

Please return to:
 State Treasurer's Office
 Securities Clearance Section
 P.O. Box 942809
 Sacramento, CA 94209-0001

This report will be required of all state agencies. If no account exists, submit report noted "No accounts outside State Treasury." Any account in which State money is deposited, as defined by Government Code 16305.2, and which is not in the centralized State Treasury system will be included in this report.

- | | |
|---|---|
| (1) Account title appearing on bank/savings and loan statement. | (5) Date of Department of Finance Approval (Govt. Code 16305.3) or citation if authorized by statute. |
| (2) State type of account (savings, checking, certificate of deposit, etc.) | (6) Book balance of account as of June 30. |
| (3) Brief description and purpose of account. | |
| (4) Name and address of depository and branch. | |

DEPARTMENT NAME AND ADDRESS

Department Of Air Quality, 901 Q Avenue, Sacramento, CA 95814

FOR FISCAL YEAR ENDED

JUNE 30, 2001

(1) ACCOUNT TITLE AND NUMBER	(2) ACCOUNT TYPE	(3) PURPOSE	(4) BANK/SAVINGS & LOAN	(5) AUTHORITY	(6) BALANCE
<i>No Accounts Outside State Treasury</i>					

I certify (or declare) under penalty of perjury that the foregoing is true and correct and that I have not violated any of the provisions of Article 4, Chapter 1, Division 4, Title 1, Government Code (commencing with Section 1090).

SIGNATURE ▶ U. R. Dunne	TYPE OR PRINT NAME AND TITLE U. R. DUNNE, ACCOUNTING ADMINISTRATOR	TELEPHONE NUMBER (916) 445-0000	DATE JULY 31, 2001
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**REPORT NO. 15 - RECONCILIATION OF AGENCY ACCOUNTS WITH
TRANSACTIONS PER STATE CONTROLLER**

The Report No. 15 reconciles expenditures, reimbursements and revenues by appropriation. Use the following reports to prepare this report:

- ✧ Controller's Agency Reconciliation Report at June 30;
- ✧ Report No. 15 - for last fiscal year;
- ✧ Report No. 2, Accrual Worksheet;
- ✧ Report No. 3, Adjustments to Controller's Accounts;
- ✧ CALSTARS B06, Final Budget Report;
- ✧ CALSTARS Q25, Summary of Revenues by Appropriation; and,
- ✧ CALSTARS G02, Pre-Closing Trial Balance.

Instructions for Completing Report No. 15

Refer to Sam Section 7976, Illustration I and the information below to complete this report. The "notes" section on the second page of the illustration explains the source of the data and certain relationships between the column totals and the general ledger accounts. Note that the arrangement of columns on the current form differs from that in the illustration.

TRANSACTIONS PER CONTROLLER - The amounts for this column are found in the "Expend/Revenue" column of the SCO Agency Reconciliation Report. The sign is the same as SCO's.

EXCEPTION: For the current year Revolving Fund account and the Prepayments account, use the "Advances" column. The amounts for the prior year advance accounts are found on last year's report and are posted with the sign reversed.

REVERSE PRIOR YEAR - ADJUSTMENTS TO CONTROLLER'S ACCOUNTS - Reverse the amounts in last year's Report No. 15 "Adjustments to Controller's Accounts" column.

REVERSE PRIOR YEAR - ACCRUALS - Prior year accruals are obtained from the previous year's Report No. 15 "Current Year Accruals" column. The current year's column total should agree with the previous year's Net Accruals. This step is necessary to reverse prior year accruals from this year's transactions in the prior year accounts.

REVERSE PRIOR YEAR - CORRECTIONS MADE BY CONTROLLER'S - Enter the reversal of any adjustments made by the SCO to last year's financial reports.

APPLY CURRENT YEAR-ADJUSTMENTS TO CONTROLLER'S ACCOUNTS -

Represents adjustments to SCO accounts reflected on Report No. 3 (Form 576B). These adjustments could be between appropriations within the same agency and fund or between different agencies and/or funds. The sign of the adjustment depends on the effect of the adjustment on the appropriation. If all adjustments are within the same agency and fund, the column nets to zero.

APPLY CURRENT YEAR - ACCRUALS - The current year accruals are posted from the last column of the Accrual Worksheet (Report No. 2) titled "Net Total Accruals". Reverse the signs from the Accrual Worksheet. The column total agrees with "Net Total Accruals" on the Accrual Worksheet and reconciles to the Fund Balance account (GLA 5570 or GLA 5530) on the Post-closing Trial Balance. Reconciling items may include the amount of Advance Collections that has been remitted to and receipted by the SCO prior to June 30 (for Shared Funds) and/or the amount in Cash in State Treasury and Deposits in the Surplus Money Investment Fund (for Non-Shard Funds).

TOTAL OF COLUMNS A - F - Add columns A - F down and across. The sum of the amounts in the remaining columns (G - K) must agree with the amount in this column.

TRANSACTIONS FOR AGENCY ACCOUNTS

Appropriation Expenditures/Reimbursements - Amounts are posted from the "Budgetary Expenditure" column on the B06, Final Budget Report.

Revenue - Obtained from the Actual Receipts YTD column on the Q25 Report or the Actual Revenues column on the Q26 Report (reverse sign).

Refunds to Reverted Appropriations - Obtained from the Pre-closing Trial Balance portion of the G02 Report.

Additional columns may be required or useful. Unused columns may be deleted or relabeled.

FINAL CHECKS - The total of each column in the "Transactions For Agency Accounts" section should equal the balance of the corresponding nominal account on the Pre-closing Trial Balance. A column must be included for each nominal general ledger account (GLA's 8000-9999) that appears on the Pre-closing Trial Balance.

If the fund contains a Clearing Account, the Clearing Account line must net to zero.

Exhibit IV-18 shows a sample of Report No. 15. Exhibit IV-19 is the Report No. 15 Reference Guide.

EXHIBIT IV-A-18
DEPARTMENT OF AIR QUALITY (9990)
GENERAL FUND (0001)
RECONCILIATION OF AGENCY ACCOUNTS WITH TRANSACTIONS PER STATE CONTROLLER
FISCAL YEAR ENDED JUNE 30, 2001

	REVERSE PRIOR YEAR				APPLY CURRENT YEAR		TRANSACTIONS FOR AGENCY ACCOUNTS				
	(A) Transactions per Controller	(B) Adjustments to Controller's Accounts	(C) Accruals	(D) Corrections made by Controller's	(E) Adjustments to Controller's Accounts	(F) Accruals	(G) Total of Columns (A) - (F)	(H) Appropriation Expenditures (9000)	(I) Reimburse- ments(8100)	(J) Revenue (8000)	(K) Refunds to Reverted Appropriations (9891)
APPROPRIATION - STATE OPS											
ITEM 9990-001-0001, CHAPTER 52/00											
Program 10, Air Quality Standards	1,296,183.64				2,963.00	890,601.51	2,189,748.15	2,189,748.15			
Program 20, Air Quality Control	3,352,188.05					672,065.15	4,024,253.20	4,024,253.20			
Program 30.01, Administration	6,789,085.40					882,871.37	7,671,956.77	7,671,956.77			
Program 30.02, Dist. Administration	-6,789,085.40					-882,871.37	-7,671,956.77	-7,671,956.77			
Program 99, Clearing Account	366,982.07					-366,982.07	0.00	0.00			
Category 90-Reimbursements	-639,812.58					-693,471.51	-1,333,284.09		-1,333,284.09		
Category 97-Revolving Fund Advance	200,000.00					-200,000.00	0.00				
Category 98-Advance to SRF-Other	120,000.00					-120,000.00	0.00				
ITEM 9990-501-0001, CHAPTER 999/00											
Program 10, Air Quality Standards	0.00					100,000.00	100,000.00	100,000.00			
ITEM 9990-001-0001, CHAPTER 50/99											
Program 10, Air Quality Standards	1,385,418.74		-1,219,462.04		-245,678.00	25,464.12	-54,257.18	-54,257.18			
Program 20, Air Quality Control	1,278,026.57		-1,242,920.96		245,678.00	73,365.43	354,149.04	354,149.04			
Program 30.01, Administration	643,899.53		-297,522.25			51,100.55	397,477.83	397,477.83			
Program 30.02, Dist. Administration	-643,899.53		297,522.25			-51,100.55	-397,477.83	-397,477.83			
Program 99, Clearing Account	-3,231,154.54		3,231,475.51			-320.97	0.00	0.00			
Category 90-Reimbursements	-411,975.43		739,708.77			-472.54	327,260.80		327,260.80		
Category 97-Revolving Fund Advance	-200,000.00		200,000.00				0.00				
Category 98-Advance to SRF-Other	-120,000.00		120,000.00				0.00				
ITEM 9990-001-0001, CHAPTER 324/98											
Program 10, Air Quality Standards	17,666.71		-31,400.74				-13,734.03	-13,734.03			
Program 20, Air Quality Control	2,103.62		-902.68				1,200.94	1,200.94			
Program 30.01, Administration	14,905.01		-7,595.48				7,309.53	7,309.53			
Program 30.02, Dist. Administration	-14,905.01		7,595.48				-7,309.53	-7,309.53			
Program 99, Clearing Account	-16,954.06		16,954.06				0.00	0.00			
Category 90-Reimbursements	-10,403.46		1,322.29				-9,081.17		-9,081.17		
REVENUE 00/01 FY											
161400-Miscellaneous Revenue	-30,156.90					-1,085.00	-31,241.90			-31,241.90	
REFUNDS TO REVERTED APPROPRIATIONS	-138.89						-138.89				-138.89
TOTALS	3,357,973.54	0.00	1,814,774.21	0.00	2,963.00	379,164.12	5,554,874.87	6,601,360.12	-1,015,104.46	-31,241.90	-138.89

I certify (or declare) under penalty of perjury that the following is true and correct and that I have not violated any of the provisions of Article 4, Chapter 1, Division 4, Title 1, Government Code (commencing with Section 1090).

Subscribed and executed the 31st day of July, 2001, at Sacramento, California

U. R. Dunne
Signature of Office

U. R. Dunne
Name of Officer

Accounting Administrator

EXHIBIT IV-A-19
 DEPARTMENT OF AIR QUALITY (9990)
 GENERAL FUND (0001)

Reference Guide - Report 15

RECONCILIATION OF AGENCY ACCOUNTS WITH TRANSACTIONS PER STATE CONTROLLER
 FISCAL YEAR ENDED JUNE 30, 2001

	REVERSE PRIOR YEAR			APPLY CURRENT YEAR			TRANSACTIONS FOR AGENCY ACCOUNTS				
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
Transactions per Controller	Adjustments to Controller's Accounts	Accruals	Corrections made by Controller's	Adjustments to Controller's Accounts	Accruals	Total of Columns (A) - (F)	Appropriation Expenditures (9000)	Reimburse-ments(8100)	Revenue (8000)	Refunds to Reverted Appropriations (9891)	
APPROPRIATION - STATE OPS											
ITEM 9990-001-0001, CHAPTER 52/00											
Program 10, Air Quality Standards											
Program 20, Air Quality Control											
Program 30.01, Administration	SCO Tab Run 6/30/0	Last year's Report 15 Column "E" (Reverse sign)	Last year's Report 15 Column "F" (Reverse sign)	This year's Report 5 "Reverse PY Corrections Made by SCO (Same sign)	This year's Report 3 Form 576B (Same sign)	This year's Report 2 "Net Total Accruals Per Agency" Column (Opposite sign)	Calculated Total of each line Columns A-F	B06 Final Budget Report "Budgetary Expenditures" by Program	B06 Final Budget Report "Budgetary Expenditures" Column for "Scheduled Reimburse-ments" line	Q25 or Q26 Revenue Reports "Actual Revenues" Y-T-D (Reverse sign)	G02 Pre-Closing Trial Balance
Program 30.02, Dist. Administration	"Expend/Rev" Column (Same sign)										
Program 99, Clearing Account	Exceptions: CY Prepayments - Use "Advances" Column						Line Totals Should Agree with "Transactions for Agency Accounts" in Columns H-K				
Category 90-Reimbursements											
Category 97-Revolving Fund Advance											
Category 98-Advance to SRF-Other											
ITEM 9990-501-0001, CHAPTER 999/00											
Program 10, Air Quality Standards											
ITEM 9990-001-0001, CHAPTER 50/99											
Program 10, Air Quality Standards	PY Prepayments - Use last year's Report 15 Column "A" (Reverse sign)										
Program 20, Air Quality Control											
Program 30.01, Administration											
Program 30.02, Dist. Administration											
Program 99, Clearing Account											
Category 90-Reimbursements											
Category 97-Revolving Fund Advance											
Category 98-Advance to SRF-Other											
ITEM 9990-001-0001, CHAPTER 324/98											
Program 10, Air Quality Standards											
Program 20, Air Quality Control											
Program 30.01, Administration											
Program 30.02, Dist. Administration											
Program 99, Clearing Account											
Category 90-Reimbursements											
REVENUE 00/01 FY											
161400-Miscellaneous Revenue											
REFUNDS TO REVERTED APPROPRIATIONS											
TOTALS											

I certify (or declare) under penalty of perjury that the following is true and correct and that I have not violated any of the provisions of Article 4, Chapter 1, Division 4, Title 1, Government Code (commencing with Section 1090).

Subscribed and executed the 31st day of July, 2001, at Sacramento, California

U. R. Dunne
Signature of Office

U. R. Dunne
Name of Officer

Accounting Administrator

Totals for Agency Transactions should equal Total for Column "G".
 Total of each column should equal corresponding GLA on Pre-Closing Trial Balance.

**REPORT NO. 18 - STATEMENT OF CHANGES IN GENERAL FIXED ASSETS and
REPORT NO. 19 - STATEMENT OF GENERAL FIXED ASSETS**

Report No. 18 is required for the General Fixed Assets Group of Accounts (GLAs 2310-2341) using Fund 0997. This report shows the beginning balance, additions, deletions and resulting ending balance for each of the fixed asset accounts. Report No. 18 may be obtained by requesting a G05, General Fixed Asset Reports, requested at the Fund Detail (F=2) level. When requested at this level, a separate Report No. 18 page is produced for each Fund Detail. A single certification statement is included which applies to all Fund Details. Report No. 18 should be submitted with the financial reports for each fund that has investments in fixed assets. If there are no fixed assets for a fund, it should be noted in the certification letter for Report No. 18.

The G05 Report also contains Report No. 19. Report No. 19 shows the ending balance of each type of fixed asset and the source fund that was used to purchase the asset. Report No. 19 contains certification statements certifying that physical inventories are made at least once every three years and that subsidiary fixed asset records are in agreement with the general ledger accounts shown. The same Report No. 19 is produced whether the G05 is requested at the Fund or Fund Detail level. The G05 Report is available by Section for agencies that maintain the general ledger accounts by Section.

One Report No. 19 is submitted for each agency. A copy should not be submitted with each fund. If the agency does not have fixed assets to report, it should be noted in the certification letter for Report No. 19.

Exhibit IV-20 shows a sample Report No. 18. Exhibit IV-21 shows a sample Report No. 19.

REPORT NO. 20 - STATEMENT OF FINANCIAL CONDITION

Agencies submit a Report No. 20, Statement of Financial Condition, when they account for a non-governmental fund in its entirety or for an account within a non-governmental fund in its entirety, such as, the Federal Trust Fund or the Special Deposit Fund.

The G04, Year-end Special Fund Equity Report, is submitted when Report No. 20, Statement of Financial Condition, is required. Although the G04 Report may be requested for any fund, it should only be submitted for **Non-governmental Non-shared** funds. Report No. 20 is described in Chapter V, Prepare Non-governmental Cost Fund Reports.

REPORT NO. 22 - STATEMENT OF CONTINGENT LIABILITIES

Report No. 22, Statement of Contingent Liabilities, includes information on estimated liabilities such as Federal audit exceptions, other audit exceptions and any pending litigation. These contingent liabilities are not recorded in CALSTARS but must be shown on this report. *There are no transaction codes in CALSTARS to record Contingent Liabilities.* Information for Report No. 22 is usually obtained from the agency's legal, audit or personnel offices.

If an agency does not have contingent liabilities, do not submit Report No. 22 to the SCO, however, indicate in the certification letter that there are no contingent liabilities for Report No. 22.

Exhibit IV-22 shows a sample Report No. 22.

STATEMENT OF CONTINGENT LIABILITIES
For Fiscal Year Ended June 30, 2001

Name of Agency Department of Air Quality Date July 31, 2001
Name of Fund General Fund (0001) Prepared By John Staffer

I.	Type of Contingent Liability	Reference or Identification	Potential Amount	Potential Date of Payment	Comments
	Worker's Compensation Claim	1	75,000.00	FY 01/02	
		2	15,000.00	FY 01/02	
		3	12,000.00	FY 01/02	
		4	10,000.00	FY 01/02	

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT AND THAT I HAVE NOT VIOLATED ANY OF THE PROVISIONS OF ARTICLE 4, CHAPTER 1, DIVISION 4, TITLE 1, GOVERNMENT CODE (COMMENCING WITH SECTION 1090).

SUBSCRIBED AND EXECUTED THIS 31ST DAY OF JULY, 20 01 AT SACRAMENTO
CALIFORNIA

U. R. Dunne
SIGNATURE OF OFFICER

U. R. DUNNE
ACCOUNTING ADMINISTRATOR

REVISIONS TO REPORTS

After submitting year-end reports to the SCO, agencies must report any material differences relating to prior year accruals. S.A.M. Section 7981 defines "material", for this purpose, as a net change in the total accrued income and the total accrued expenditures of \$100,000 or more. If an agency's reports require revision (for any reason) after the reports are submitted to the SCO, a report entitled "Revisions to Accruals and Adjustments to Controller's Accounts" must be prepared. Use Form 571E and 571F. Agencies should immediately notify the SCO when material differences are discovered and submit the revisions by October 1 whenever possible.

General Instructions

Post an adjusted amount to bring the accrual from the original set of year-end reports to the correct accrual amount. This report is designed to correct:

- ✦ Report of Accruals to Controller's Accounts (Report No. 1);
- ✦ Adjustments to Controller's Accounts (Report No. 3) for governmental funds and bond funds; and/or,
- ✦ Pre-Closing Trial Balance (Report No. 7) for non-governmental cost funds.

Although agencies may create corrected copies of their year-end financial reports for internal purposes, the SCO does not want, and cannot use, corrected financial reports.

Prepare a separate report for each fund administered by the agency. Enter the page numbers at the top of all pages. Cross reference all entries on this report and attach a corresponding explanation of the corrections on a separate page. The original of this report should be sent to the State Controller's Office, Division of Accounting. Duplicate or reduced copies are not acceptable. Data entered on the forms may be typed or hand-printed. Exhibit IV-23 is a sample of Form 571E and Exhibit IV-24 is a sample of Form 571F.

Instructions for Completing Forms 571E and 571F

FORM 571E - Used to report corrections to asset and liability (real) accounts. Cross reference all entries on this report and attach a corresponding explanation of the corrections on a separate page. The remainder of the form should be completed similar to the Form 571A/B.

FORM 571F - Used to report corrections to expenditure and revenue accounts. Cross reference all entries on this report and attach a corresponding explanation of the corrections on a separate page. The remainder of the form should be completed similar to the Form 571D.

EXHIBIT IV-A-23

REPORT NO 1 Form 571E (REV. 4/97)

CONTROLLER'S USE ONLY			
Document No.	C C Y Y M M D D	Fund	Agy

Revisions to Accruals and Adjustments to Controller's Accounts

June 30, 2001

Page 1 of 1

Agency (name and number) DEPARTMENT OF AIR QUALITY (9990)	Fund (name and number) GENERAL FUND (0001)
---	--

ACCOUNT TITLE	ENCUMBRANCES	D C	ACCOUNT	AMOUNT	D C
<i>Accounts Payable</i>			3 0 1 0	14,364.46	D
Net Debits / Credits			Net Debits / Credits	14,364.46	D

ORIGINAL AND ONE COPY - Controller, Division of Accounting and Reporting

**PAST YEAR ACTUAL DATA IN GOVERNOR'S BUDGET
MUST AGREE WITH YEAR-END REPORTS****Past Year Schedule 10s**

Preparing Past-Year Schedule 10s (Supplementary Schedule of Appropriations) is one of the first processes in the annual preparation of the Governor's Budget. Past-Year Schedule 10s report the status of appropriations for the year just ended. The amounts reported must agree with the year-end financial reports.

Previously, agencies used the B06, Final Budget Report, to post appropriation expenditures to the Past-Year Schedule 10s. In FFY 1998/99 the N10 (Schedule 10 Summary Worksheet) was introduced to facilitate completion of the Schedule 10s. Agencies now have the option of using the N10 to complete their Schedule 10 turn-around documents. In addition, a copy of the reconciled/marked-up N10 can be submitted as an attachment to the turn-around documents.

The N10 is in the same format as the Past-Year Schedule 10s. The report displays initial appropriation totals; incremental changes by Budget Revision (BR), Pending BR, or Executive Order; budgetary expenditures; and savings or carryover appropriation balances.

Refer to Exhibit IV-25 for a sample Schedule 10 with cross references to the source N10 Report.

Past Year Schedule 10Rs

Past year data on the Schedule 10Rs (Supplemental Schedule of Revenues and Transfers) should also agree with amounts reported in the year-end financial reports. The Schedule 10Rs contain past, current and budget year revenue and transfer data for the General Fund and special funds. Previously, agencies used a combination of CALSTARS reports, including the B06, Q25 and Q26, to complete the Schedule 10Rs. In FFY 1999/00 the N20 Report, Revenues and Transfers Schedule 10R Worksheet, was introduced to facilitate completion of the Schedule 10Rs. Agencies now have the option of using the N20 Report to complete the past-year column of their Schedule 10R turn-around documents.

The N20 Report is in the same format as the Schedule 10Rs. The report displays past-year revenues and transfers for applicable funds. Amounts are in thousands. This report should be provided to the staff responsible for completing the Schedule 10Rs to ensure that budget schedules agree with the amounts reported in the year-end financial reports.

Refer to Exhibit IV-26 for a sample Schedule 10R with cross references to the source N20 Report.

EXHIBIT IV-A-25 (CONTINUED)
PAST YEAR SCHEDULE 10 REPORT

BPS350R
PAST YEAR ACTUAL
PROD DATABASE

SUPPLEMENTARY SCHEDULE OF APPROPRIATIONS FOR THE 2000-01 FISCAL YEAR
SCHEDULE 10

PAGE: 1
DATE: 07/31/01
TIME: 13:28:09

DEPARTMENT: 9990 Department of Air Quality

DIVISION:
UNIT :

CHARACTER: 1 State Operations

FUND: 0001 G General Fund

ATYPE (1-0) BUDGET ACT

APPROP.ID: 9990-001-0001 00 00 Support, Department of Air Quality

(111) (DPT/REF/FND/YOA/YOB)

SAL CODE : L PROP98: N PROP98 POT:

DIST COST:

AUTHORIZED

EXPENDITURES

SAVINGS

CARRYOVERS

-----INITIAL AUTHORIZATION-----

10	Air Quality	5,600,000			
20	Air Rights	3,700,000			
30	Clean Air Programs	7,900,000			
40.01	Administration	1,400,000			
40.02	Distributed Administration	-1,400,000			
	900000 Reimbursements	-1,500,000			
	901187 Amt Payable from Environ Educ Fd (Item 9990-001-0187)	-1,250,000			
	900890 Amt Payable from Federal Trust Fd (Item 9990-001-0890)	-2,450,000			
	--- TOTAL ---	12,000,000			

-----ADJUSTMENTS-----

(001) BR-1, Schedule Change

10	Air Quality	-200,000			
20	Air Rights	-200,000			
30	Clean Air Programs	-3,300,000			
	901187 Amt Payable from Environ Educ Fd (Item 9990-001-0187)	1,250,000			
	900890 Amt Payable from Federal Trust Fd (Item 9990-001-0890)	2,450,000			
	--- TOTAL ---	0			

YOB=2000 PIT=90 DOL=Y ORG=9990 CHAR=5

EXHIBIT IV-A-25 (CONTINUED)
PAST YEAR SCHEDULE 10 REPORT

BPS350R
PAST YEAR ACTUAL
PROD DATABASE

SUPPLEMENTARY SCHEDULE OF APPROPRIATIONS FOR THE 2000-01 FISCAL YEAR
SCHEDULE 10

PAGE: 2
DATE: 07/31/01
TIME: 13:28:09

DEPARTMENT: 9990 Department of Air Quality DIVISION:
UNIT :

CHARACTER: 1 State Operations

FUND: 0001 G General Fund ATYPE (1-0) BUDGET ACT

APPROP.ID: 9990-001-0001 00 00 Support, Department of Air Quality

(111) (DPT/REF/FND/YOA/YOB)

SAL CODE : L PROP98: N PROP98 POT:

DIST COST:

	AUTHORIZED	EXPENDITURES	SAVINGS	CARRYOVERS
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-----ADJUSTMENTS-----

		AA					
(410) Allocation for Employee Compensation							
10 Air Quality	115,000						
20 Air Rights	72,000						
30 Clean Air Programs	113,000						
900000 Reimbursements	-5,000						
*TOTAL	295,000						

(002) BR-2 Reimbursements		
10 Air Quality	-85,226	
20 Air Rights	225,635	
30 Clean Air Programs	5,119	
900000 Reimbursements	-145,528	
Total	0	

Due to timing differences, the Budget Sequence 002 adjustment must be 'marked-up' or penciled-in on the Schedule 10 turn-around document.

--REVISED APPROPRIATION TOTALS--

		YOC					
			5,429,774	A1			
10 Air Quality	99		5,515,000		5,420,774	B1	9,000 C1
			3,797,635	A2			
20 Air Rights	99		3,572,000		3,629,448	B2	168,187 C2
			4,718,119	A3			
30 Clean Air Programs	99		4,713,000		4,658,561	B3	59,558 C3
40.01 Administration	99		1,400,000		1,400,000	B4	
40.02 Distributed Administration	99		-1,400,000		-1,400,000	B5	
			-1,650,528	A4			
900000 Reimbursements	99		-1,505,000		-1,650,528	B6	
901187 Amt Payable from Environ Educ Fd (Item 9990-001-0187)	99						
901890 Amount payable from Federal Trust Fund (Item 3990-001-0890)	99						
--- TOTAL ---			12,295,000		12,058,255	B7	236,745 C4

YOB=2000 PIT=90 DOL=Y ORG=9990 CHAR=5

EXHIBIT IV-A-26 (CONTINUED)
 BUDGET DOCUMENT
 PAST YEAR SCHEDULE 10R REPORT

SCD10R
 VERSION V1

DEPARTMENT OF FINANCE
 SUPPLEMENTARY SCHEDULE OF REVENUES AND TRANSFERS
 SCHEDULE 10R

PAGE: 1
 DATE: 07/31/01
 TIME: 9.43.45

UNIT : 9 Environ Protectn
 ORGANIZATION: 9990 Department of Air Quality
 FUND : 0225 Environmental Protection Fund
 FUND SAL : E

		(THOUSANDS)			
UCM CODE	S A L	TITLE	PAST YEAR	CURRENT YEAR	BUDGET YEAR
REVENUES:					
125600	E	Other Regulatory Fees	6,415	<i>A</i>	
150300	E	Income From Surplus Money Investments	256	<i>B</i>	
164300	E	Penalty Assessments	915	<i>C</i>	
TOTALS, REVENUES			7,586	<i>D</i>	
TRANSFERS:					
TRANSFERS TO:					
T00001	E	General Fund PER RESOURCES CODE SEC 9895	-256	<i>E</i>	
T00001	E	General Fund PER ITEM 9990-001-0001/00	-915	<i>F</i>	
TOTALS, TRANSFERS TO			-1,171	<i>G</i>	
TOTALS, TRANSFERS			-1,171		
TOTALS, REVENUES AND TRANSFERS			6,415	<i>H</i>	

Italics represent amounts 'marked-up' from N20 Report.