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IV–A Year-End Closing-Prepare Manual Governmental Fund Reports

This chapter discusses the manual preparation of year-end financial reports for governmental funds. The requirements and instructions for automated Governmental Cost Fund reporting are discussed in Chapter IV-B, Year-End Closing-Prepare Automated Governmental Fund Reports. Year-end financial reports for proprietary and fiduciary funds are discussed in Chapter V, Year-End Closing-Prepare Non-Governmental Fund Reports.

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. Departments should also review the Year-End Financial Reports Training Manual (Budgetary/Legal Basis) issued by the State Controller's Office (SCO) for additional instructions.

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

Exhibit IV-A-1 lists the manually prepared year-end financial reports that must be submitted to the SCO or the State Treasurer's Office (STO).

Departments should review statements using the Manual Year-End Report Checklist prior to submitting financial statements to SCO. The checklist is displayed in Exhibit IV-A-25 at the end of this chapter. It can also be accessed on the Internet at www.dof.ca.gov/html/calstars/calsdocs/optools/yecklist.doc.

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

NOTE: A separate certification letter is required for each fund submitted.

EXHIBIT IV-A-1
LIST OF REQUIRED MANUALLY PREPARED YEAR-END REPORTS

No.	Year-End Report	Std. Form or CALSTARS Report	Governmental Cost Funds & Bond Funds ^{g/}	Non-Governmental Cost Funds	Report Distribution ^{g/ i/}		SAM Section
					SCO	STO	
1	Report of Accruals to Controller's Accounts	571	X		X		7952
2	Accrual Worksheet	572	X		X		7953
3	Adjustments to Controller's Accounts	576	X	X	X		7955
4	Final Statement of Revenue (includes reconciliation with Controller's Accounts) ^{a/}	Q26	X		X		7956
5	Final Reconciliation of Controller's Accounts with Final Budget Report ^{a/}	573	X		X		7957
7	Pre-Closing Trial Balance ^{a/, g/}	G02	X	X	X		7962
8	Post-Closing Trial Balance ^{a/, g/}	G02	X	X	X		7962
9	Analysis of Change in Fund Balance (Statement of Operations) ^{a/}	G04		X	X		7963
10	Analysis and Reconciliation of Revolving Fund Accountability ^{i/}	^{h/}		X			7965
11	Reconciliation of General Checking Account ^{i/}	^{h/}	X	X			7967
13	Report of Expenditures of Federal Funds ^{k/}	Q34		X	X		7974
14	Report of Bank and/or Savings and Loan Association Accounts Outside State Treasury ^{j/}	445	X	X	X	X	7975
15	Reconciliation of Agency Accounts with Transactions per State Controller ^{a/}	^{b/}	X		X		7976
18	Statement of Changes in Capital Assets	G05	X	X	X		7977
19	Statement of Capital Assets ^{j/}	G05	X		X		7978
20	Statement of Financial Condition	G04		X ^{e/}	X		7979
22	Statement of Contingent Liabilities	^{b/}	X	X	X		7980
N/A	General Ledger Trial Balance	G01		X ^{f/}	X		N/A

^{a/} If departments 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.

^{b/} Use the SAM Section or the exhibit in Chapter IV-A as a suggested form.

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

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

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

^{f/} Submit for Shared Non-Governmental Cost funds only (i.e., funds using GL 5570-Fund Balance Clearing).

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

EXHIBIT IV-A-1
LIST OF REQUIRED MANUALLY PREPARED YEAR-END REPORTS

- h/ Use the SAM Section as a suggested form.
- i/ Must be kept on file with the year end reports. Report is not submitted to SCO.
- j/ Submit only one copy per department.
- k/ Submit original report to Department of Finance and one copy to SCO.

- l/ Mailing Address and Interagency Mail Service (IMS) Code:

Department of Finance
Fiscal Systems & Consulting Unit
915 L Street, 7th Floor
Sacramento, CA 95814

State Controller's Office
Division of Accounting & Reporting (B-8)
State Government Reporting
P.O. Box 942850
Sacramento, CA 94250-5872

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

EXHIBIT IV-A-2
LIST OF REQUIRED MANUALLY PREPARED YEAR-END REPORTS

State of California

M e m o r a n d u m

Date : August 1, 2011

To : State Controller's Office
Division of Accounting and Reporting
3301 "C" Street, Suite 700
Sacramento, CA 95816 B-8

From : Department of Air Quality (9990)
102 North Street
Sacramento, CA 95814
I.M. King, Director, IMKing@daq.ca.gov
U.R. Dunne, Chief of Accounting, URDunne@daq.ca.gov

Subject : CERTIFICATION OF YEAR-END FINANCIAL REPORTS

The following financial reports for the fiscal year end June 30, 2011, are enclosed:

GENERAL FUND (0001)

<u>Report No.</u>	<u>Description</u>
1	Report of Accruals to Controller's Accounts
2	Accrual Worksheet
3	Adjustments to Controller's Accounts
4	Statement of Revenue
5	Final Reconciliation of Controller's Accounts with Final Budget Report
7	Pre-Closing Trial Balance
8	Post-Closing Trial Balance
15	Reconciliation of Agency Accounts with Transactions per State Controller

SPECIAL REPORTS

<u>Report No.</u>	<u>Description</u>
14	Bank and/or Savings and Loan Association Accounts Outside the State Treasury System
18	Statement of Changes in Capital Assets
19	Statement of Capital Assets
22	No Contingent Liabilities to report

Contact Person: I. Ben Tryin
Phone Number: (916) 555-1234
E-mail: IBTryin@daq.ca.gov

I certify (or declare) under penalty of perjury that the data on the attached statements 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 1st day of August, 2011, at Sacramento, California.

Signature of Officer

Type or print name of Officer

Title of Officer

REPORT NO. 1-REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS

The State Controller's Office uses Report No. 1 to post accruals to the year-end account balances. Report No. 1 is also used to report the amount and source of funding of any encumbrances included in the accruals so the SCO can establish an appropriate reserve of fund balance for the **net** encumbrances of the fund.

Forms 571A, 571B, 571A/B, 571-C and 571D are used for Report No. 1. The SCO provides blank 571 Forms. In July the 571-C forms displaying the department's appropriation accounts are ROPED to department printers.

The following reports are used to report accruals to the SCO on Report No. 1:

- ✿ A completed Accrual Worksheet (Report No. 2).
- ✿ D09, Document Report by GL, Subsidiary, and Document Number
- ✿ G02, Year-End General Ledger Report.

The following reports are used to report Encumbrances on Report No. 1:

- ✿ B06, Final Budget Report.
- ✿ G01, Trial Balance of General Ledger Accounts.
- ✿ Q13, Cumulative Expenditures by Character, Program, Organization and Object

Prepare a separate Report of Accruals to Controller's Accounts for each governmental fund administered by the department. Data may be typed or hand printed. The SCO's annual letter on Year-End Financial Reports contains general instructions. Listed below are specific instructions for completing each section of Report No. 1 Report of Accruals to Controller's Accounts.

Instructions for Forms 571 A, B and A/B:

HEADING-Enter your department's full name and Organization Code Number, Fund Name and Fund Number. Enter the contact person's name, title, phone number and email address. Number each page as indicated. Leave the "SCO Use Only" space blank.

ACCOUNT-The most commonly used 4-digit general ledger account numbers (GLANs) and their titles are pre-printed. Space is available for additional accounts on the Form 571B and 571A/B.

Certain GLs require a 4-digit subsidiary in addition to the 4-digit GLAN. The subsidiary signifies the fund involved in an inter-fund transaction or the agency involved in an inter-agency transaction. This number is entered in the four positions immediately following the pre-printed 4-digit GLAN.

EXCEPTION: GL accounts 1390 and 1600 require a 5-digit subsidiary that identifies an offsetting GL preceded by a 0 (zero).

ENCUMBRANCES-Refer to section *Instructions for Reporting Encumbrances*.

AMOUNT-Enter the amount for each GL. For accounts with no accruals, leave the column amount blank. Do not enter 0.00 (zero). Enter the column totals from the Report No. 2, Accrual Worksheet, except as follows:

- ❖ Individual amounts from columns containing two or more accounts (such as Deferred Credits) are posted to separate lines.
- ❖ GL 1400-Due From Other Funds and GL 3110-Due To Other Funds are reported at the lower level GLs 1410/1420 and 3114/3115, respectively. A 4 digit Org Code must be included with GLs 1410/3114 and a 4 digit subsidiary fund number must be included with GLs 1420/3115. The subsidiaries identify the funds involved in inter-fund transfers and the agencies involved in inter-agency transactions.
- ❖ GL 1500-Due From Other Governments is reported at the lower level GLs 1510, 1540 and 1590. GL 3400 – Advance Collections is reported at the lower level GLs 3410 and 3420. Amounts for these GLs can be obtained from the Post-Closing Trial Balance or the Subsidiaries on File portions of the G02, Year-End General Ledger Report.

D/C DEBIT OR CREDIT-Enter **D** when the amount is a debit or **C** when the amount is a credit, using the sign indicated on the Accrual Worksheet (Report No. 2).

Beginning with the fiscal year ending June 30, 2010, an explanation for abnormal accruals/and or encumbrances to general ledger and detail accounts is required as a footnote on the reports or on a separate sheet of paper as an attachment. An example of an abnormal accrual on a Report of Accruals or Adjustment of Controller's Accounts (Report Nos. 1 or 3) would be a credit to GL 1140, Cash in State Treasury. GL 1140 should have a debit balance.

DUE FROM OTHER FUNDS (GL 1410)-Enter amounts due from funds other than the one being reported. List the first 4-digit subsidiary fund number in the spaces following the printed account number. Additional accounts and subsidiaries may be added to the blank lines at the bottom of the 571B and continued on the 571A/B. The breakdown of GL 1400 is detailed on the Subsidiaries on File portion of the G02 Report. If the breakdown of GL 1400 includes the same fund being reported (i.e., the General Fund report includes an amount Due From General Fund), the amount is reported in GL 1420-Due From Other Appropriations.

Beginning with reporting year ending June 30, 2010, agencies are required to identify the agency involved in each Due To/From Other Fund transaction. For each amount posted to GL accounts 1410 and 3114, please provide the 4 digit org code and agency name related to the accrual. This information can be submitted to SCO via a separate spreadsheet, along with the Report No. 1. See Exhibit IV-A-3, on page 16.

DUE FROM OTHER APPROPRIATIONS (GL 1420) - Enter amounts due from appropriations other than the one being reported. List the 4 digit Org Code related to the accrual in the spaces following the printed account number. Additional subsidiary Org Codes for GL 1420 may be added to the blank lines at the bottom of the 571B and continued on the 571A/B. The total amount for GL1420 should equal the amount from the Subsidiaries on File portion of the G02 Report identified as due from the fund being reported. (This amount is also shown on the Post-Closing Trial Balance portion of the G02 Report.) Do not enter a subsidiary fund number for GL 1420.

NOTE: To assist agencies in providing this year-end information, we recommend that vendor numbers are used on all accruals for GL's 1400/3110. The use of vendor numbers will allow the related agency name to appear on the D09-Document Report by GL, Subsidiary, and Document Number ordered at I, P, O, F Level 0,1,0,1. Adding the 4 digit Org Code to the beginning of the Vendor Name field of the Vendor Edit Table for all vendor type 3 records would eliminate the additional step of identifying the corresponding Org Code in the UCM.

PROVISION FOR DEFERRED RECEIVABLES (GL 1600) and ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS (GL 1390)-GL 1600-Provision for Deferred Receivables and GL 1390-Allowance for Uncollectible Accounts require a 5-digit subsidiary number. This number signifies the contra receivable account related to GL 1600 and GL 1390. The subsidiary is the 4-digit GLAN of the receivable account involved preceded by a 0 (zero), e.g., **1600.01319**. This information is provided on the Subsidiaries on File portion of the G02 Report. The subsidiary should be entered in the field immediately following the 4-digit GLAN. Additional accounts and subsidiaries may be added to the blank lines at the bottom of the 571B and continued on the 571A/B.

PREPAYMENTS TO ARF (GL 1730) and RESERVE FOR ARF (GL 5330)-Enter only the amount of Prepayments to Architecture Revolving Fund (Fund 0602). Do not enter any other prepayments or advances to other funds as accruals on this form.

DUE TO OTHER FUNDS (GL 3114)-Enter amounts due to funds other than the one being reported. List the first subsidiary fund number related to the accrual in the spaces following the printed account number. Additional subsidiaries for GL 3114 may be added to the blank lines on the Form 571B or the 571A/B. The Subsidiaries on File portion of the G02 Report provides account details.

Beginning with reporting year ending June 30, 2011, agencies are required to identify the agency involved in each Due To/From Other Fund transaction. For each amount posted to GL accounts 1410 and 3114, please provide the 4 digit org code and agency name related to the accrual. This information can be submitted to SCO via a separate spreadsheet, along with the Report No. 1. See Exhibit IV-A-3, on page 16.

DUE TO OTHER APPROPRIATIONS (GL 3115)-Enter amounts due to appropriations other than the one being reported. List the 4-digit Org Code related to the accrual in the spaces following the printed account number. Additional subsidiary Org Codes for GL 3115 may be added to the blank lines at the bottom of the 571A or the 571A/B. The total amount for GL3115 should equal the amount from the Subsidiaries on File portion of the G02 Report identified as due to the fund being reported. (This amount is also shown on the Post-Closing Trial Balance portion of the G02 Report.) Refer to the instructions for reporting Due From Other Appropriations (GL1420) for the recommended process of recording this information in CALSTARS.

BLANK LINES-Additional space is provided for additional general ledger accounts and subsidiaries.

NET DEBITS/CREDITS-Total the debits and credits in the "Amount" column for each page, and enter the total Net Debits/Credits at the bottom of the page. Indicate either a **D** or **C**.

Instructions for Form 571-C and 571D:

Report accruals for nominal accounts. Form 571-C is computer generated by the SCO. It includes each detail account title and number shown on the department's monthly SCO Agency Reconciliation Report. However, certain accounts on the SCO's records that do not normally have accruals are not included on Form 571-C. Accounts for appropriations that will revert as of June 30, Prepayments to Other Funds, and Advances to Other Funds are omitted. Accruals to accounts not shown on 571-C may be added on 571D. Before doing so, verify with the SCO that the account is valid. For an accrual to a reverted appropriation, verify that SCO will revive the account before adding it on form 571D.

ACCOUNT DESCRIPTION-Preprinted on the form.

ENCUMBRANCES-Refer to section *Instructions for Reporting Encumbrances*.

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

ACCRUAL AMOUNT-Enter the net accrual amount for each appropriation line. Transfer the amounts (opposite sign) shown on the "Net Total Accruals per Agency" column on the Accrual Worksheet (Report No. 2) to the "Accrual Amount" column on Forms 571-C/571D. Do not enter minus signs or brackets on credit amounts. Leave the "Accrual Amount" column blank for accounts with no accruals. Do not enter 0.00 (zero).

D/C-Enter **D** when the amount to be reported is a debit. Enter **C** when the amount to be reported is a credit. The amount to be reported is the opposite sign of the amount indicated on the Accrual Worksheet (Report No. 2).

Beginning with the fiscal year ending June 30, 2010, an explanation for abnormal accruals/and or encumbrances to general ledger and detail accounts is required as a footnote on the reports or on a separate sheet of paper as an attachment.

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 the information to Form 571D as follows:

ACCOUNT DESCRIPTION-Enter the appropriation title as entered on the Appropriation Symbol (AS) Table.

ENCUMBRANCES-Enter the amount of encumbrance included in the accrual, if any. Refer to section *Instructions for Reporting Encumbrances*.

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

T (ACCOUNT TYPE)-Enter the detail 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. Enter the opposite of the sign indicated on the Accrual Worksheet (Report No. 2).

An explanation for abnormal accruals/and or encumbrances to general ledger and detail accounts is required as a footnote on the reports or on a separate sheet of paper as an attachment.

NET DEBITS/CREDITS – Total the debits and credits in the "Accrual Amount" column for each page, and enter the total Net Debits/Credits at the bottom of the page. Indicate either a **D** or **C**.

Instructions for Reporting Encumbrances:

The amount and the source of funding of encumbrances included in the accruals must be reported. To arrive at the net encumbrances of the fund, the following must be identified on the Report No. 1, Report of Accruals to Controller's Accounts:

1. The amount of encumbrances included in the Accounts Payable/Expenditure accruals.
2. The amount of encumbrances included in the accruals that are funded by accrued reimbursements.

Instructions for Reporting Encumbrances on Forms 571 A, B and A/B

Amount of encumbrances in accounts payable accruals

If the GL 3010-Accounts Payable accrual amount includes encumbrances, they must be reported. Determine the encumbrance amount from the G01 (PY) Report. The encumbrance amount is the sum of GLs 6150 and 6151 on the G01 Report (opposite sign).

Enter the encumbrance amount on the Accounts Payable line in the "Encumbrances" column of Form 571B with a **C** in the "D/C" column next to the "Encumbrances" column.

NOTE: The amount in the "Encumbrances" column cannot be greater than the accrual reported in the "Amount" column.

Amount of encumbrances funded by accrued reimbursements

If encumbrances reported for GL 3010 include amounts funded by reimbursements, the amount funded by reimbursements must be reported. Select the appropriate method of identifying reimbursed encumbrances based on how reimbursable costs are identified. Two methods for identifying reimbursed cost follow:

1. Departments that use Fund Source R for Reimbursements

Use a summary level (0-0-0-1) PY Q13 Report-Cumulative Expenditures by Character, Program, Organization and Object to identify reimbursed encumbrances by appropriation account. Be sure to include allocated encumbrances when requesting this report. Review the reimbursement receivables by appropriation to identify how the encumbrances are funded for each receivable GL account. The DB1/DB2 Report will identify reimbursement receivables at the GL account level by appropriation; the D16 Report will identify each receivable document.

2. Departments that do not use Fund Source R for Reimbursements

The amount of encumbrances funded by reimbursement receivables will not be identifiable at the summary level, and, therefore, must be determined by another method based on your department's established procedures for identifying reimbursable costs. Summarizing the A-3 Accrual entries by GL for reimbursement receivables resulting from encumbrances is one method available.

After identifying the encumbrances funded by reimbursements using an appropriate method, enter the total encumbrances for each reimbursement receivable (GLs 1312, 1410, 1420, 1540 or 1590) on Form 571A and 571 A/B. Enter a **D** in the Encumbrance "D/C" column.

NOTE: The amount in the "Encumbrances" column cannot be greater than the receivable reported in the "Amount" column.

NET DEBITS/CREDITS – Total the debits and credits in the "Encumbrances" column for each page, and enter the total Net Debits/Credits at the bottom of the page. Indicate either a **D** or **C**.

Instructions for Reporting Encumbrances on Forms 571-C and D

Amount of encumbrances included in the expenditure accruals

Enter the encumbrances included in accruals for each appropriation. The encumbrance amounts by line item appropriation are found 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 department. Refer to subsection *Instructions for Reporting Encumbrances on Forms 571 A, B and A/B* for further explanation.

NOTE: These amounts are not reflected in the corresponding detail reimbursement line on the B06 Report.

NET DEBITS/CREDITS – Total the debits and credits in the "Encumbrance" column for each page, and enter the total Net Debits/Credits at the bottom of the page. Indicate either a **D** or **C**.

Final Checks For Report No. 1

For both the "Encumbrances" and "Amounts" columns, add the NET DEBITS/CREDITS on all pages of Form 571 (A-D). The sum total of the NET DEBITS/CREDITS on all pages of Forms 571 (A-D) must equal zero.

Exhibit IV-A-3 displays an example of Report No. 1. Exhibit IV-A-4 is the Report No. 1 Reference Guide. This reference guide should be used in conjunction with the detailed instructions presented above.

EXHIBIT IV-A-3
REPORT NO. 1 REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS

REPORT NO. 1 Form 571 A (Rev. 3/10)				Report of Accruals to Controller's Accounts	
SCO USE ONLY				June 30, 2011	
Document No.	C C Y Y M M D D	Fund	Agency		
A					
Agency Name and Number DEPARTMENT OF AIR QUALITY (9990)			Fund Name and Number GENERAL FUND (0001)		
Name of Contact Person, Title U.R. Dunne, Accounting Administrator		Telephone Number 445-0000	Email Address <u>URDunne@daq.ca.gov</u>		
ACCOUNT TITLE	ENCUMBRANCES	D C	ACCOUNT	AMOUNT	D C
GENERAL CASH			1110	381,790.28	D
REVOLVING FUND CASH			1130	26,364.03	D
CASH ON HAND			1190	50.00	D
ACCOUNTS RECEIVABLE-ABATEMENTS			1311	204.00	D
ACCOUNTS RECEIVABLE-REIMBURSEMENTS			1312	880.00	D
ACCOUNTS RECEIVABLE-REVENUE			1313		
ACCOUNTS RECEIVABLE-OTHER			1319	920,279.57	D
ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS (CREDIT BAL)			*1390		
DUE FROM OTHER FUNDS			**1410	755,709.37	D
DUE FROM OTHER APPROPRIATIONS	90,250.00	D	***1420	4,559,482.00	D
DUE FROM OTHER GOVERNMENTAL ENTITIES			1590	1,185.00	D
PROVISION FOR DEFERRED RECEIVABLES (CREDIT BAL)			1600	920,279.57	C
EXPENSE ADVANCES			1710	7,263.10	D
Net Credits/Debits				90,250.00	D
			Net Credits/Debits	5,732,927.78	D

ORIGINAL - State Controller's Office, Division of Accounting and Reporting

* Specify the receivable account to which this pertains.
 ** Specify the funds to which this pertains.
 *** Specify the Organization Code to which this pertains.

EXHIBIT IV-A-3 (Continued)
 REPORT NO. 1 REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS

REPORT NO. 1 Form 571 B (Rev. 3/10)

Report of Accruals to Controller's Accounts

June 30, 2011

Page 2 of 4

SCO USE ONLY			
Document No.	C C Y Y M M D D	Fund	Agency
A			

Agency Name and Number <p style="text-align: center;">DEPARTMENT OF AIR QUALITY (9990)</p>	Fund Name and Number <p style="text-align: center;">GENERAL FUND (0001)</p>
Name of Contact Person, Title <p style="text-align: center;">U.R. Dunne, Accounting Administrator</p>	Telephone Number <p style="text-align: center;">445-0000</p>
Email Address <p style="text-align: center;"><u>URDunne@daq.ca.gov</u></p>	

ACCOUNT TITLE	ENCUMBRANCES	D C	ACCOUNT	AMOUNT	D C
ACCOUNTS PAYABLE	1,368,724.70	C	3010	2,823,618.29	C
CLAIMS FILED			3020	311,448.99	C
DUE TO OTHER FUNDS			**3114 0044	320,000.00	C
DUE TO OTHER APPROPRIATIONS			***3115 8380	2,926,556.67	C
DUE TO LOCAL GOVERNMENT			3220		
REVENUE COLLECTED IN ADVANCE			3410		
REIMBURSEMENTS COLLECTED IN ADVANCE			3420	120,436.00	C
UNCLEARED COLLECTIONS			3730	193,805.48	C
PREPAYMENTS TO ARCHITECTURE REVOLVING FUND (DEBIT BAL)			****1730 0602	28,000.00	D
RESERVE FOR ARCHITECTURE REVOLVING FUND			5330 0602	28,000.00	C
Net Credits/Debits	1,368,724.70	C	Net Credits/Debits	6,695,865.43	C

ORIGINAL - State Controller's Office, Division of Accounting and Reporting

* Specify the receivable account to which this pertains.

** Specify the funds to which this pertains.

*** Specify the Organization Code to which this pertains.

**** Account should be fully reserved.

EXHIBIT IV-A-3 (Continued)
 REPORT NO. 1 REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS

REPORT NO. 1 Form 571 A/B (Rev. 3/10)

Report of Accruals to Controller's Accounts

June 30, 2011

Page 3 of 4

SCO USE ONLY			
Document No.	C C Y Y M M D D	Fund	Agency
A			

Agency Name and Number <p style="text-align: center;">DEPARTMENT OF AIR QUALITY (9990)</p>	Fund Name and Number <p style="text-align: center;">GENERAL FUND (0001)</p>
Name of Contact Person, Title <p style="text-align: center;">U.R. Dunne, Accounting Administrator</p>	Telephone Number <p style="text-align: center;">445-0000</p>
Email Address <p style="text-align: center;"><u>URDunne@daq.ca.gov</u></p>	

ACCOUNT TITLE	ENCUMBRANCES	D C	ACCOUNT	AMOUNT	D C
DUE FROM OTHER FUNDS			1410 0014	39,967.96	D
DUE FROM OTHER FUNDS			1410 0042	63,380.83	D
DUE FROM OTHER FUNDS			1410 0044	92,864.82	D
DUE FROM OTHER APPROPRIATIONS			1420 0840	1,337,289.80	D
DUE TO OTHER FUNDS			3114 0094	644.00	C
DUE TO OTHER FUNDS			3114 0512	3,978.91	C
DUE TO OTHER FUNDS			3114 0666	16,936.79	C
DUE TO OTHER FUNDS			3114 0678	10,966.61	C
DUE TO OTHER APPROPRIATIONS			3115 0840	4,227,248.53	C
DUE TO OTHER APPROPRIATIONS			3115 9671	3,685,293.60	C
Net Credits/Debits	—		Net Credits/Debits	6,411,565.03	C

ORIGINAL - State Controller's Office, Division of Accounting and Reporting

EXHIBIT IV-A-3 (Continued)
 REPORT OF NO. 1 REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS

FORM 571-C (03/1996)
 CONTROLLER'S USE ONLY
 DOCUMENT NO:
 FUND: 0001000 GENERAL FUND
 AGENCY: 9990 DEPT OF AIR QUALITY
 MAILCODE: 9999

DATE:

STATE CONTROLLER'S OFFICE

REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS
 JUNE 30, 2011

REPORT NO: 1
 PAGE NO: 1
 CONTROLLER'S USE ONLY
 CURSORY REVIEW _____
 COMP. INPUT _____
 EXPENDITURES _____
 REVENUES _____
 WORKSHEET/ACC ACCUM. _____

<u>ACCOUNT DESCRIPTION</u>	<u>**ENTER** ENCUMBRANCE</u>	<u>D/C</u>	<u>FY</u>	<u>M</u>	<u>REF</u>	<u>CA</u>	<u>PG</u>	<u>EL</u>	<u>COM</u>	<u>TSK</u>	<u>I</u>	<u>SFUND</u>	<u>B</u>	<u>REV/OBJ</u>	<u>**ENTER** ACCRUAL AMOUNT</u>	<u>D/C</u>
A-AIR QUALITY STANDARDS	<u>1,267,070.53</u>	D	2010		001	10					D				<u>2,652,800.26</u>	D
B-AIR QUALITY CONTROL	<u>88,487.87</u>	D	2010		001	20					D				<u>1,123,686.76</u>	D
C-STATE ADMINISTRATION	<u>135,583.00</u>	D	2010		001	30	01				D				<u>619,920.75</u>	D
D-STATE ADMINISTRATION-DISTRIB	<u>135,583.00</u>	C	2010		001	30	02				D				<u>619,920.75</u>	C
CALSTARS CLEARING ACCOUNT	<u> </u>		2010		001	99					D				<u>1,586,654.71</u>	C
E-REIMBURSEMENTS	<u>90,250.00</u>	C	2010		001	90					F				<u>2,950,135.81</u>	C
REVOLVING FUND ADVANCE	<u> </u>		2010		001	97					D				<u>100,000.00</u>	C
AIR QUALITY STANDARDS	<u> </u>		2010		501	10									<u>8,304,300.00</u>	D
A-AIR QUALITY STANDARDS	<u>13,166.30</u>	D	2009		001	10					D				<u>18,778.59</u>	D
B-AIR QUALITY CONTROL	<u> </u>		2009		001	20					D				<u> </u>	
D-STATE ADMINISTRATION	<u> </u>		2009		001	30	01				D				<u> </u>	
E-STATE ADMINISTRATION-DISTRIB	<u> </u>		2009		001	30	02				D				<u> </u>	
CALSTARS CLEARING ACCOUNT	<u> </u>		2009		001	99					D				<u>36,592.35</u>	D
F-REIMBURSEMENTS	<u> </u>		2009		001	90					F				<u>123,789.76</u>	C
MISCELLANEOUS REVENUE	<u> </u>		2010								R		161400		<u>1,075.00</u>	C
REFUNDS TO REVERTED APPNS	<u> </u>		2009								R		500000		<u> </u>	
NET DEBITS/CREDITS	<u>1,278,474.70</u>	D													<u>7,374,502.68</u>	D
															NET DEBITS/CREDITS	

EXHIBIT IV-A-3 (Continued)
 REPORT OF NO. 1 REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS

**Due From Other Funds/Appropriations (GL 1410/1420)
 and Due To Other Funds/Appropriations (GL 3114/3115)
 Supplementary Information**

June 30, 20XX

This information is required for all Due From Other Funds (GL 1410/1420) and Due To Other Funds (GL 3114/3115) amounts reported on Report No. 1, Report No. 3, Report No. 7, and/or Revisions to Report Nos. 1, 3, and 7.

Page 1 of 1

Agency Name and Number DEPARTMENT OF AIR QUALITY (9990)	Fund Name and Number GENERAL FUND 0001	
Name of Contact Person, Title U. R. Dunne, Accounting Administrator	Telephone Number 916-445-0000	Email Address URDunne@daq.ca.gov

GL ACCOUNT (1410 OR 3114)	SUBSIDIARY FUND	SUBSIDIARY ORG	SUBSIDIARY ORGANIZATION TITLE	AMOUNT	REPORT NO. SHOWING AMT
1410	0006	6100	Department of Education	755,709.37	Report 1
1410	0014	0840	State Controller's Office	39,967.96	Report 1
1410	0042	5225	Department of Corrections and Rehabilitation	63,380.83	Report 1
1410	0044	8860	Department of Finance	92,864.82	Report 1
1420	0001	0820	Dept of Justice	4,559,482.00	
1420	0001	0840	State Controller's Office	1,337,289.80	
			Total 1420.0001	5,896,771.80	Report 1
3114	0044	2120	Alcohol Beverage Control Appeals Board	320,000.00	Report 1
3114	0094	2180	Department of Corporations	644.00	Report 1
3114	0512	2670	Board of Pilot Commissioners	3,978.91	Report 1
3114	0666	3340	Californai Conservation Corps	16,936.79	Report 1
3114	0678	3680	Department of Boating and Waterways	10,966.61	Report 1
3115	0001	8380	Department of Personnel Administration	2,926,556.67	
3115	0001	0840	State Controller's Office	4,227,248.53	
3115	0001	9671	Board of Control Equity Claims	3,685,293.60	
			Total 3115.0001	10,839,098.80	Report 1
3114	0890	9990	Department of Air Quality	2,963.00	Report 3

EXHIBIT IV-A-4 (Continued)
 REPORT NO. 1 REFERENCE GUIDE

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

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

Report of Accruals to Controller's Accounts

June 30, 2011

Page _ of _

Reference Guide-Report 1

Agency (name and number)	Fund (name and number)
--------------------------	------------------------

ACCOUNT TITLE	ENCUMBRANCES	D		ACCOUNT	AMOUNT	D	
		C	C			C	C
<div style="border: 1px solid black; padding: 5px;"> Use this form to list additional accounts not already pre-printed, and to break down GL's 1410/1420 & 3114/3115 by subsidiary. List title of account (i.e., "Due To/From Other Funds/Appropriations") in this column. </div>							
	Net Debits / Credits				Net Debits / Credits		

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

EXHIBIT IV-A-4 (Continued)
 REPORT NO. 1 REFERENCE GUIDE

Reference Guide-Report 1

FORM 571-C (03/1996)
 CONTROLLER'S USE ONLY
 DOCUMENT NO:
 FUND: 0001000 GENERAL FUND
 AGENCY: 9990 DEPT OF AIR QUALITY
 MAILCODE: 9999

DATE: STATE CONTROLLER'S OFFICE
 REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS
 JUNE 30, 2011

REPORT NO: 1
 PAGE NO: 1
 CONTROLLER'S USE ONLY
 CURSORY REVIEW _____
 COMP. INPUT _____
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 REVENUES _____
 WORKSHEET/ACC ACCUM. _____

<u>ACCOUNT DESCRIPTION</u>	<u>**ENTER** ENCUMBRANCE</u>	<u>D/C</u>	<u>FY</u>	<u>M</u>	<u>REF</u>	<u>CA</u>	<u>PG</u>	<u>EL</u>	<u>COM</u>	<u>TSK</u>	<u>I</u>	<u>SFUND</u>	<u>B</u>	<u>REV/OBJ</u>	<u>**ENTER** ACCRUAL AMOUNT</u>	<u>D/C</u>
A-AIR QUALITY STANDARDS			2010		001		10					D				
B-AIR QUALITY CONTROL			2010		001		20					D				
C-STATE ADMINISTRATION	<div style="border: 1px solid black; padding: 5px;"> Enter amount of Encumbrances included in accruals for each detail appropriation. Use B06, "Encumb/Alloc Encumb" column. </div>		2010		001		30 01					D			<div style="border: 1px solid black; padding: 5px;"> Accrual amounts are from Report No. 2, line totals for each appropriation, opposite sign. </div>	
D-STATE ADMINISTRATION-DISTRIB			2010		001		30 02					D				
CALSTARS CLEARING ACCOUNT			2010		001		99					D				
E-REIMBURSEMENTS			2010		001		90					F				
REVOLVING FUND ADVANCE			2010		001		97					D				
AIR QUALITY STANDARDS			2010		501		10									
A-AIR QUALITY STANDARDS			2009		001		10					D				
B-AIR QUALITY CONTROL			2009		001		20					D				
D-STATE ADMINISTRATION			2009		001		30 01					D				
E-STATE ADMINISTRATION-DISTRIB			2009		001		30 02					D				
CALSTARS CLEARING ACCOUNT			2009		001		99					D				
F-REIMBURSEMENTS			2009		001		90					F				
MISCELLANEOUS REVENUE			2010									R		161400		
REFUNDS TO REVERTED APPNS			2009									R		500000		
NET DEBITS/CREDITS															NET DEBITS/CREDITS	

REPORT NO. 2-ACCRUAL WORKSHEET

Report No. 2 is the supporting worksheet for Report No. 1, Report of Accruals to Controller's Accounts. Report No. 2 is the first report to be completed.

FM 13 reconciliations and the G02 Report are used to prepare the Report No. 2, Accrual Worksheet. The report is organized as follows:

- ✿ Column totals record Real Account general ledger account activity.
- ✿ Line or row totals record Nominal Account general ledger account activity.

Instructions for Completing the Accrual Worksheet

List all the SCO detail accounts (Account Type D, F, and T) for current and prior year appropriations. Also list any current year revenue detail accounts (Account Type R) that have accruals to report. For each detail account listed on the Accrual Worksheet, enter the accrual items into the proper GL column on the Accrual Worksheet from either the Balances per DB1 section of the FM 13 reconciliation (CALSTARS 33 form) or the Apply: Current Year Accruals section of the DB2 Report, SCO/CALSTARS Monthly Reconciliation. Record the accruals at the opposite sign of the amounts reflected on the reconciliations, except for the Revolving Fund Advance and Prepayment lines. Refer to specific instructions for Revolving Fund, Prepayments and Deferred items in this section.

For any general ledger accounts found on the reconciliations but not listed on the Accrual Worksheet, use one of the blank columns, a pre-printed column that will not otherwise be used, or combine the account with a similar pre-printed account.

Do not show Adjustments to SCO Accounts on the Accrual Worksheet. Adjustments to SCO Accounts are included on Report No. 3. There should be no Adjustment to CALSTARS items on the final reconciliations. If there are, those items must be corrected and reconciliations redone before year-end reports can be completed.

"GENERAL CASH" COLUMN-The following items are not found on the reconciliations but must be reported on separate lines as debits in the "General Cash" column:

- ✿ Uncleared Collections (GL 3730 on the G02 Report Trial Balance).
- ✿ Sales Tax Collected (GL 3110, Subsidiary 0094 on the G02 Report Subsidiaries on File).
- ✿ The unremitted portion of GL 3400-Advance Collections, if any.

Enter the Sales Tax Collected credit amount in the "GL 3110" column. Enter credit amounts for GLs 3400 and 3730 in the "Deferred Credits" column. The "Net Total Accruals per Agency" of each of these lines must be zero.

"ACCOUNTS RECEIVABLE-OTHER" COLUMN-GLs 1315, 1319 and 1380 are not found on the reconciliations. Enter any amounts in these GLs from the G02 Report to the Misc. Accounts-Provision for Deferred Receivables line. The offset is entered in GL 1600 to the "Deferred Credits" column.

ORF ADVANCE LINE (Category 97 appropriation)-The total amount of the revolving fund advance is entered on the Revolving Fund Advance line in the "Revolving Fund Cash" column. Enter this amount from the Balance per SCO line on the ORF FM 13 reconciliation with the same sign (debit). Do not enter the accruals from the reconciliation on this line. The accrual activity is only entered on the Revolving Fund Adjustment line.

REVOLVING FUND ADJUSTMENT LINE-The Revolving Fund Adjustment line is at the bottom of the report, between the Subtotal and Total lines. The line is completed in two steps:

1. From the ORF (Category 97) FM13 reconciliation, enter each accrual from the Balances per DB1 section of the FM 13 reconciliation (CALSTARS 33 form) or the Apply: Current Year Accruals section from the DB2 Report to the appropriate column in the Revolving Fund Adjustment line with the opposite sign.
2. Total the accruals entered on the Revolving Fund Adjustments line. Enter this amount into the "Revolving Fund Cash, GL 1130" column as a credit. This will bring the Revolving Fund Adjustment line "Net Total Accruals per Agency" to zero.

"PREPAYMENTS TO OTHER FUNDS" COLUMN-Enter the Category 98 Service Revolving Fund (SRF) and Category 96 State Compensation Insurance Fund (SCIF) Prepayments into the "GL 1730-Prepayments to Other Funds" column. Enter the amounts from the Balance per SCO line on the FM 13 reconciliations with the same sign (debit). These items are entered on the Accrual Worksheet so the final total will agree with GL 5570 Fund Balance-Clearing. They are not carried forward to Report No. 1 because the SCO books already contain these prepayment amounts.

Enter any Prepayments to Architecture Revolving Fund (ARF) from the G02 Report Subsidiaries on File GL 1730, Subsidiary Fund 0602 to the Misc. Accounts – Prepayments to ARF line. The offset in GL 5330 is entered in the "Deferred Credits" column.

"ACCOUNTS PAYABLE" COLUMN-The net amount for accounts payable is the sum of the following accounts on the reconciliations (opposite sign):

- ☒ GL 3010-Accounts Payable
- ☒ GL 6150–Encumbrances
- ☒ GL 6151-Annual Allocated Encumbrances

NOTE: Each reconciliation may not have all of the listed accounts.

DEFERRED CREDITS" COLUMN-GL 3730-Unremitted Uncleared Collections, GL 1600-Provision for Deferred Accounts Receivable, GL 2600-Deferred Charges (applicable to ORF), GL 5330 Reserve for Prepaid Items, and unremitted Advance Collections (the portion of GL 3400 still in General Cash, if any) are entered in this column. These amounts offset the amounts in the "General Cash", "Accounts Receivable, "and "Prepayments" columns so the line totals net to zero.

FINAL CHECKS-Add all columns down and all lines across. Show column sub-totals and add the Revolving Fund Adjustment line to get the final column total. Each column total must equal the appropriate general ledger account(s) balance on the Pre-Closing Trial Balance portion of the G02 Report. The Miscellaneous Accounts and Revolving Fund Adjustment lines must each net to zero.

- ⊗ **For Shared Funds**-verify on the Post-Closing Trial Balance portion of the G02 Report that the GL 1140-Cash in State Treasury has been closed into GL 5570-Fund Balance-Clearing. The total of the "Net Total Accruals" column on the Accrual Worksheet should equal the GL 5570 amount (opposite sign) on the G02 Post-Closing Trial Balance Report. If they do not agree, the difference should be the amount of GL 3400-Advance Collections that has been remitted to and receipted by the SCO prior to June 30.
- ⊗ **For Non-shared Funds**-note that GL 1140 does not close into GL 5530-Fund Balance-Unappropriated. Therefore, the "Net Total Accrual" column total does not agree with the GL 5530 account balance on the Post-Closing Trial Balance portion of the G02 Report. The difference should be the amount in GL 1140 (plus GL 1210, if any) displayed on the Post-Closing Trial Balance portion of the G02 Report and any amount in GL 3400 that has been receipted by the SCO prior to June 30.

Exhibit IV-A-5 displays an example of Report No. 2. Exhibit IV-A-6 is the Report No. 2 Reference Guide. This reference guide should be used in conjunction with the detailed instructions presented above.

**EXHIBIT IV-A-5
REPORT NO. 2 ACCRUAL WORKSHEET**

Includes year-end accruals pursuant to State Administrative Manual.

ACCRUAL WORKSHEET

Agency: Department of Air Quality (9990)

Fund: General Fund (0001)

June 30, 2011

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 I, Government Code (commencing with Section 1090).

Subscribed and executed this 1st day of August, 20__ at Sacramento, California

U. R. Dunne
Signature of Officer

U. R. DUNNE
Name of Officer

ACCOUNTING ADMINISTRATOR
Title of Officer

ACCOUNTS REFER TO THE STATE ADMINISTRATIVE MANUAL OR SUPPLEMENTAL INSTRUCTIONS	GENERAL CASH 1110	REVOLVING FUND CASH 1130	ACCOUNTS RECEIVABLE			OTHER 1315 1380 1319	DUE FROM OTHER FUNDS 1400	DUE FROM OTHER GOVTS 1500	EXPENSE ADVANCES 1710	PREPAYMENTS TO OTHER FUNDS 1730	ACCOUNTS PAYABLE 3010	CLAIMS FILED 3020	DUE TO OTHER FUNDS 3110	DEFERRED CREDITS 3730, 1600, 5330, 3400	NET TOTAL ACCRUALS PER AGENCY
			CASH ON HAND IN AGENCY 1190	ABATEMENTS 1311	REIMBURSEMENTS 1312										
APPROPRIATION-State Ops Chapter 712/10, Item 9990-001-0001															
Program 10, Air Quality Standards											-1,267,070.53		-1,385,729.73		-2,652,800.26
Program 20, Air Quality Control											-88,487.87		-1,035,198.89		-1,123,686.76
Program 30.01, Administration											-135,583.00		-484,337.75		-619,920.75
Program 30.02, Dist. Administration							484,337.75				135,583.00				619,920.75
Program 99, Clearing Account				186.46			3,356,397.79				-473,422.85	-239,120.42	-1,057,386.27		1,586,654.71
Category 90-Reimbursements	65,829.80						2,884,081.01	225.00							2,950,135.81
Category 96-SCIF Deposit										28,126.65					28,126.65
Category 97-ORF Advance		100,000.00													100,000.00
Category 98-Adv to SRF-Other										110,000.00					110,000.00
Chapter 712/10, Item 9990-501-0001															
Program 10, Air Quality Standards											-1,000,000.00	-77,900.00	-7,226,400.00		-8,304,300.00
Chapter 1/09, Item 9990-001-0001															
Program 10, Air Quality Standards											-13,166.30	-3,683.82	-1,928.47		-18,778.59
Program 99, Clearing Account				17.54			1,928.47				-36,288.36	-2,250.00			-36,592.35
Category 90-Reimbursements					880.00		121,949.76	960.00							123,789.76
Revenue 2010/11															
161400 Misc Revenue	1,075.00														1,075.00
Miscellaneous Accounts:															
Sales Tax	644.00												-644.00		0.00
Uncleared Collections	193,805.48													-193,805.48	0.00
Provision for Deferred Receivables							920,279.57							-920,279.57	0.00
Prepayments to ARF										28,000.00				-28,000.00	0.00
Advance Collect-Reimbursements	120,436.00													-120,436.00	0.00
SUBTOTAL	381,790.28	100,000.00	0.00	204.00	880.00	920,279.57	6,848,694.78	1,185.00	0.00	166,126.65	-2,878,435.91	-322,954.24	-11,191,625.11	-1,262,521.05	-7,236,376.03
Revolving Fund Adjustment		-73,635.97	50.00						7,263.10		54,817.62	11,505.25			0.00
TOTAL	381,790.28	26,364.03	50.00	204.00	880.00	920,279.57	6,848,694.78	1,185.00	7,263.10	166,126.65	-2,823,618.29	-311,448.99	-11,191,625.11	-1,262,521.05	-7,236,376.03

REPORT NO. 3-ADJUSTMENTS TO CONTROLLER'S ACCOUNTS

Report No. 3 identifies the differences between the department and SCO account balances. These differences represent the adjustment to the SCO account portion of the FM 13 reconciliations. This section discusses the preparation of the Report No. 3 for Governmental Funds. Report No. 3 requirements for Non-Governmental Funds are discussed in Chapter V, Year End Closing-Prepare Non-Governmental Fund Reports.

This report does not correct the SCO's accounts. Separate Transaction Request forms must be sent to the SCO to correct SCO posting errors. If there are adjustments to the SCO's accounts, complete Report No. 3 on Forms 576A and 576-B, supplied by the SCO and attach copies of the supporting Transaction Request forms. If the department does not have adjustments to the SCO accounts, it should be noted on the certification letter for Report No. 3.

Beginning with reporting year ending June 30, 2010, agencies are required to identify the agency involved in each Due To/From Other Fund transaction. For each amount posted to GL accounts 1410/3114 and 1420/3115, please provide the 4 digit org code and agency name related to the accrual. This information can be submitted to SCO via a separate spreadsheet, along with the Report No. 3. See Exhibit IV-A-3, on page 16.

Instructions for Completing Forms 576A and 576-B

FORM 576A—Report adjustments to asset and liability (Real Accounts) on SCO records. This form must be completed when the adjustment is between funds and/or departments. For each adjusting item, review the corresponding Transaction Request form to determine the fund or appropriation for which amounts are due to or due from. If the adjustment is within the same fund, use GL 1420 or GL 3115. A 4 digit Org Code of the agency involved in the inter-agency transaction is required next to the appropriate GL. If the adjustment is between two different funds, use GL 1410 or GL 3114. A 4 digit subsidiary fund number of the fund involved in the inter-fund transfer is required next to the appropriate GL. Enter the adjustment amount and enter **D** (debit) or **C** (credit) in the "D/C" column.

FORM 576-B—Report adjustments to nominal accounts such as expenditure, reimbursement, and revenue accounts, on SCO records. Record the Adjustments to SCO Accounts included on the FM13 reconciliations on each applicable account line. Multiple adjustments for the same line item should be totaled and entered as the net adjustment for the account. Enter the adjustment amount and indicate **D** (debit) or **C** (credit) in the "D/C" column.

Beginning with the fiscal year ending June 30, 2010, an explanation for abnormal accruals/and or encumbrances to general ledger and detail

accounts is required as a footnote on the reports or on a separate sheet of paper as an attachment. An example of an abnormal accrual on a Report of Accruals or Adjustment of Controller's Accounts (Report Nos. 1 or 3) would be a credit to GL account 1140, Cash in State Treasury. General Ledger Account No. 1140 should have a debit balance.

FINAL CHECKS-Cross reference each item on Report No. 3 to the SCO's Transaction Request, Form CA 504. At the bottom of each form 576A and 576B, enter the total net amount of the debits and credits. The sum total of the Net Debits/Credits amount from both forms must equal zero.

Exhibit IV-A-7 displays how adjustments to SCO accounts affect the appropriation accounts, transaction requests, and Report No. 3 when the adjustment is within the same department and same fund. Exhibit IV-A-8 shows this same comparison when the adjustment is between funds and/or departments. Exhibit IV-A-9 displays an example of Report No. 3, SCO Forms 576A and 576-B, including cross references. Exhibit IV-A-10 displays the corresponding Transaction Requests forms.

EXHIBIT IV-A-7
 REPORT NO. 3 ADJUSTMENTS
 (Same Fund-Same Department)

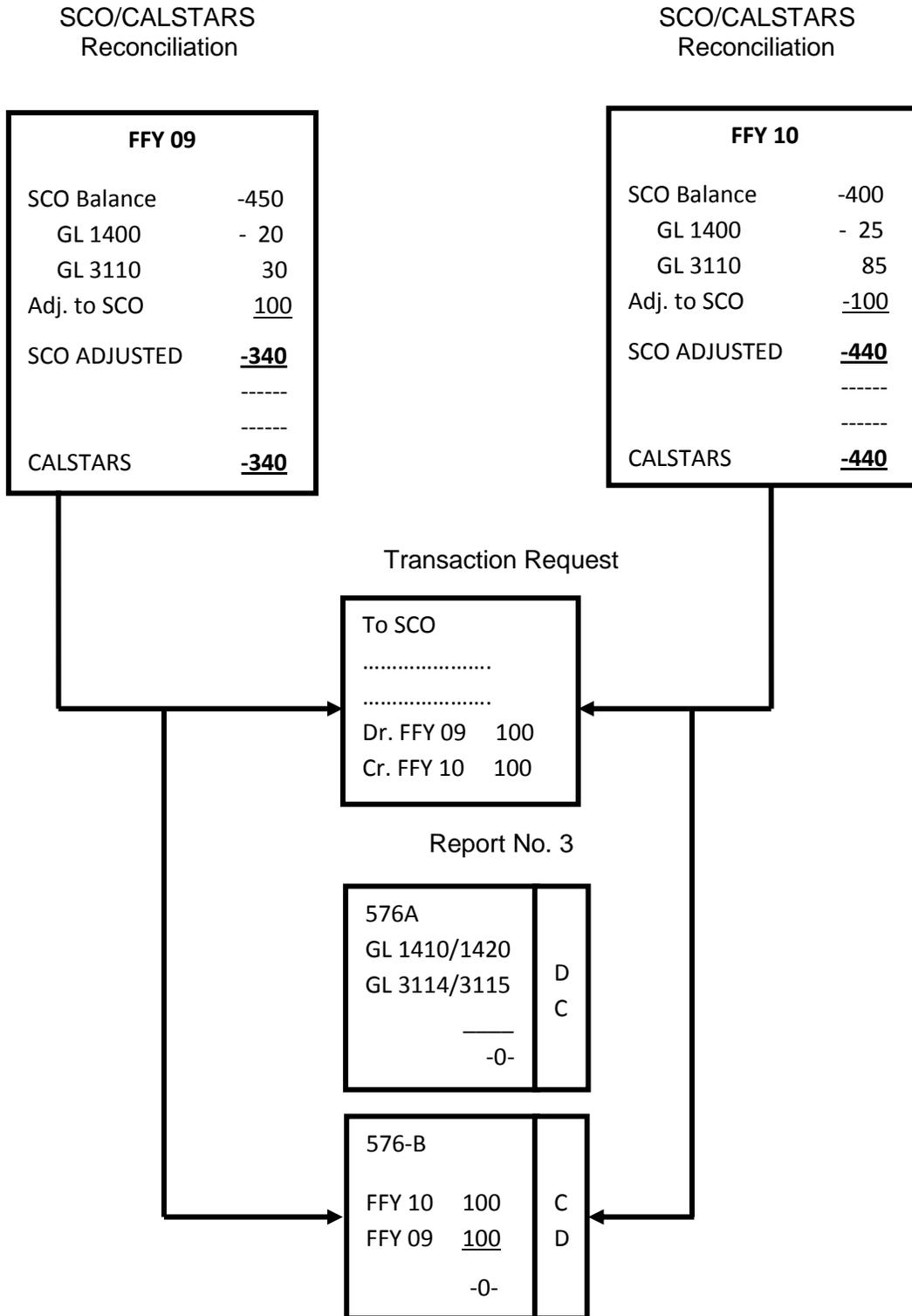


EXHIBIT IV-A-8
 REPORT NO. 3 ADJUSTMENTS
 (Same Fund-Different Department)

- or -

(Different Fund-Same or Different Department)

SCO/CALSTARS
 Reconciliation

Fund/Dept. #1 FFY 10	
SCO Balance	-250
GL 1400	- 20
GL 3110	50
Adj. to SCO	<u>200</u>
SCO ADJUSTED	<u>- 20</u>

CALSTARS	<u>- 20</u>

SCO/CALSTARS
 Reconciliation

Fund/Dept. #2 FFY 10	
SCO Balance	-800
GL 1400	- 80
GL 3110	95
Adj. to SCO	<u>-200</u>
SCO ADJUSTED	<u>-985</u>

CALSTARS	<u>-985</u>

Transaction Request

To SCO

Dr. Fund/Dept. #1 (10)	200
Cr. Fund/Dept. #2 (10)	200

Report No. 3
 (Fund/Dept. #1)

576-A		
GL 3114/3115	<u>200</u>	C
	200	C

Report No. 3
 (Fund/Dept. #2)

576-A		
GL 3114/3115	<u>200</u>	D
	200	D

576-B		
FFY 10	<u>200</u>	D
	200	D

576-B		
FFY 10	<u>200</u>	C
	200	C

EXHIBIT IV-A-9 (Continued)
 REPORT NO. 3 ADJUSTMENTS TO CONTROLLER'S ACCOUNTS

FORM 576-B (4/97)
 CONTROLLER'S USE ONLY
 DOCUMENT NO:
 FUND: 0001000 GENERAL FUND
 AGENCY: 9990 DEPT OF AIR QUALITY

DATE:

STATE CONTROLLER'S OFFICE
 ADJUSTMENTS TO CONTROLLER'S ACCOUNTS
 JUNE 30, 2011

REPORT NO: 3
 PAGE NO: 1
 CONTROLLER'S USE ONLY
 CURSORY REVIEW
 COMP. INPUT
 EXPENDITURES
 REVENUES
 WORKSHEET/ACCUM.

<u>ACCOUNT DESCRIPTION</u>	<u>FY</u>	<u>M</u>	<u>REF</u>	<u>CA</u>	<u>PG</u>	<u>EL</u>	<u>COM</u>	<u>TSK</u>	<u>I</u>	<u>SFUND</u>	<u>B</u>	<u>ACCT</u>	<u>**ENTER**</u> <u>ACCRUAL AMOUNT</u>	<u>D/C</u>
A-AIR QUALITY STANDARDS	2010		001		10					D			2,963.00	D 1
B-AIR QUALITY CONTROL	2010		001		20					D			_____	_____
D-STATE ADMINISTRATION	2010		001		30 01					D			_____	_____
E-STATE ADMINISTRATION-DISTRIB	2010		001		30 02					D			_____	_____
CALSTARS CLEARING ACCOUNT	2010		001		99					D			_____	_____
F-REIMBURSEMENTS	2010		001		90					F			_____	_____
REVOLVING FUND ADVANCE	2010		001		97					D			_____	_____
A-AIR QUALITY STANDARDS	2009		001		10					D			245,678.00	C 2
B-AIR QUALITY CONTROL	2009		001		20					D			245,678.00	D 2
D-STATE ADMINISTRATION	2009		001		30 01					D			_____	_____
E-STATE ADMINISTRATION-DISTRIB	2009		001		30 02					D			_____	_____
CALSTARS CLEARING ACCOUNT	2009		001		99					D			_____	_____
F-REIMBURSEMENTS	2009		001		90					F			_____	_____
MISCELLANEOUS REVENUE	2010									R		161400	_____	_____
REFUNDS TO REVERTED APPROPNS	2009									R		500000	_____	_____
													NET DEBITS/CREDITS	2,963.00 D

EXHIBIT IV-A-10 (Continued)
EXAMPLE REPORT NO. 3 TRANSACTION REQUEST

STATE CONTROLLER'S USE ONLY		
DOCUMENT NO.	DATE C C C C M M D D	MSG Code
JE		

STATE OF CALIFORNIA
OFFICE OF THE STATE CONTROLLER
TRANSACTION REQUEST

1

STATE CONTROLLER'S USE ONLY	
TC Code	VERIFIED BY:
	DATE:

PAGE 1 OF 1

Agency: Department of Air Quality	Address: 102 North Street, Sacramento, CA 95814	Agency Document Number: 10-098
--	--	---------------------------------------

FUND	AGY	FY	M	REF / ITEM	FED CAT	P/N	C	CAT	PGM	ELE	COMP	TASK	ACCT	SCO USE	REV / OBJ	AMOUNT	D				SOURCE FUND
																	C	A	T	O	
0001000	9990	2010		001					10							2,963.00	D	D			
DESCRIPTION				(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION													
Correct TR Req 10-095				Chapter 712/10, Item 9990-001-0001				Air Quality Control													
0890000	9990	2010		001					10							2,963.00	C	D			
DESCRIPTION				(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION													
Correct TR Req 10-095				Chapter 712/10, Item 9990-001-0001				Air Quality Control													
DESCRIPTION				(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION													
DESCRIPTION				(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION													
DESCRIPTION				(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION													
DESCRIPTION				(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION													

TYPE OF TRANSACTION: Correction to Transaction Request 10-095	I hereby certify under penalty of perjury that I am the duly appointed, qualified, and acting officer of the herein named State agency, department, board, commission, office or institution; that the within transfer is in all respects true, correct, and in	
LEGAL AUTHORITY AND REASON FOR REQUEST: Transaction Request No. 10-095, dated 6/17/11, was written incorrectly with a credit to the General Fund. It should have been a credit to the Federal Trust Fund.	AUTHORIZED SIGNATURE: <i>U.R. Dunne</i>	
	CONTACT PERSON: U.R. Dunne, Accounting Administrator	PHONE FOR CONTACT: 445-0000
	E-MAIL FOR CONTACT: URDunne@dqa.ca.gov	DATE: July 5, 2011

NOT TO BE USED AS A CONTROLLER'S REMITTANCE ADVICE

CA 504 PC VERSION (03/2006)

EXHIBIT IV-A-10 (Continued)
 EXAMPLE REPORT NO. 3 TRANSACTION REQUEST

STATE CONTROLLER'S USE ONLY		
DOCUMENT NO.	DATE C C C C M D D	MSG Code
JE		

STATE OF CALIFORNIA
 OFFICE OF THE STATE CONTROLLER
 TRANSACTION REQUEST

2

STATE CONTROLLER'S USE ONLY	
TC Code	VERIFIED BY:
	DATE:

PAGE 1 OF 1

Agency: Department of Air Quality	Address: 102 North Street, Sacramento, CA 95814	Agency Document Number: 10-099
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FUND	AGY	FY	M	REF / ITEM	FED CAT	P/N	C	CAT	PGM	ELE	COMP	TASK	ACCT	SCO USE	REV / OBJ	AMOUNT	D	C	A	T	O	B	SOURCE FUND
0001000	9990	2009		001					20							245,678.00	D	D					
				DESCRIPTION	(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION														
				Correct Claim Shedules	Chapter 1/09, Item 9990-001-0001				Air Qaulity Control														
0001000	9990	2009		001					10							245,678.00	C	D					
				DESCRIPTION	(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION														
				Correct Claim Shedules	Chapter 1/09, Item 9990-001-0001				Air Qaulity Control														
				DESCRIPTION	(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION														
				DESCRIPTION	(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION														
				DESCRIPTION	(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION														
				DESCRIPTION	(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION														
				DESCRIPTION	(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION														
				DESCRIPTION	(DNKP) CHAPTER NUMBER/YEAR/ITEM				PROGRAM DESCRIPTION														

TYPE OF TRANSACTION: Correction to Various Claim Schedules	I hereby certify under penalty of perjury that I am the duly appointed, qualified, and acting officer of the herein named State agency, department, board, commission, office or institution; that the within transfer is in all respects true, correct, and in	
LEGAL AUTHORITY AND REASON FOR REQUEST: Contract # CS00253 was erroneously encumbered and paid against 990-001-0001 Prog 10.	AUTHORIZED SIGNATURE: <i>U.R. Dunne</i>	
The expenditures should have been charged to 9990-001-001 Program 20. The following is a list of the claim schedule numbers and the dates paid: 01123000 11/14/2010 01215000 01/16/2011 01367000 04/20/2011	CONTACT PERSON: U.R. Dunne, Accounting Administrator	PHONE FOR CONTACT: 445-0000
	E-MAIL FOR CONTACT: URDunne@dqa.ca.gov	DATE: July 5, 2011

NOT TO BE USED AS A CONTROLLER'S REMITTANCE ADVICE

CA 504 PC VERSION (03/2006)

REPORT NO. 4-STATEMENT OF REVENUE

Report No. 4 reconciles total current year revenues reported with SCO records. The CALSTARS Report Q26, Year End Statement of Revenue, is used for Report No. 4. Only Current Year Revenues (GL 8000, Source 1XXXXX) are reported on the Statement of Revenue. No other receipt sources are included on Report No. 4.

The following are used to prepare Report No. 4:

- ⊗ SCO Agency Reconciliation Report as of June 30.
- ⊗ Report No. 1-Report of Accruals to Controller's Accounts.
- ⊗ Report No. 3-Adjustments to Controller's Accounts.

Instructions for Completing the Year-End Statement of Revenue

Request the Q26 Report using FM=PY; Period=C.

RECONCILIATION OF STATE CONTROLLERS REVENUE WITH STATEMENT OF REVENUE

Total Revenue Per State Controller's Office Accounts-Enter the Ending Balance line of the "Expend/Revenue" column from the current year revenue control account (Account Type Q) on the June 30 SCO Agency Reconciliation Report with the opposite sign. This amount must first be reduced by any sources included in the detail accounts (Account Type R) that do not impact GL 8000, including Operating Transfers and Other Receipts such as Loan Repayments.

Accruals per Report of Accruals-Total the accruals for all current year revenue accounts (Source 1XXXXX) from Report No. 1, Form 571-C. Enter the net current year accruals with the opposite sign of the amounts on Report No. 1 or Accrual Worksheet (Report No. 2) same sign.

Adjustments to Controller's Accounts-Total the adjustments for all current year revenue accounts (Source 1XXXXX) from Report No. 3, Form 576-B. Enter the net adjustments with the opposite sign of the amounts on Report No. 3.

Subtotal the Accruals per Report of Accruals and Adjustments to Controller's Accounts and enter on the line provided.

FINAL CHECKS-Total Revenue per State Controller's Office Accounts line plus the accruals and adjustments subtotal must equal the Total Revenue Per Statement of Revenue pre-printed line on the Q26, Report No. 4.

Exhibit IV-A-11 displays an example of Report No. 4.

REPORT NO. 5-FINAL RECONCILIATION OF CONTROLLER'S ACCOUNTS WITH FINAL BUDGET REPORT

Report No. 5 reconciles the department's appropriation accounts to the SCO accounts. Form 573 is used to prepare Report No. 5. In July Forms 573 displaying the SCO June 30 account balances are ROPED to department printers.

The following are used to prepare Report No. 5:

- ✧ Report No. 1-Report of Accruals to Controller's Accounts.
- ✧ Report No. 3-Adjustments to Controller's Accounts.
- ✧ B06-Final Budget Report.

Instructions for Completing Report No. 5

The SCO produces copies of Form 573 for each department. A separate form is created for each appropriation. Departments may create their own Form 573 for appropriations that were effective prior to July 1, but were not set up on the SCO records by June 30. Prepare Report No. 5 for all fiscal years.

Enter accruals and adjustments to reconcile Controller's accounts to the B06 Final Budget Report as follows.

NOTE: Do not make any changes to the SCO pre-printed amounts. Any discrepancies should be indicated in a footnote.

PRE-PRINTED ACCOUNT BALANCES-The SCO expenditure and appropriation balance information in the SCO Use Only section is pre-printed on the form. The Advances to Service Revolving Fund and State Compensation Insurance Fund lines on the bottom section of the form are also pre-printed.

June 30 Account Balance per State Controller's Records-Displays the year-to-date expenditures and the appropriation balance from the June 30 SCO Control 'C' accounts. The Appropriation Balance per SCO for the reverting year should be zero, reflecting the reversion on or prior to June 30.

Reverse PY Adjustments to Controller's Accounts-Adjustments to Controller's Accounts included on last year's financial reports are reversed in the "Expenditures" column only. Verify that the pre-printed amounts agree with last year's Report No. 5 Current Year Adjustments to State Controller's Accounts.

Reverse PY Expenditures/Reimbursements Accrued-The net amount accrued for expenditures and reimbursements on last year's financial reports are reversed in the "Expenditures" column only. Verify that the amounts agree with last year's Report No. 5 by adding all the

accruals reported in the "Expenditures" column and comparing to the pre-printed amount.

Reverse PY Corrections Made By Controllers' Office-SCO corrections to last year's financial reports are reversed in this column. Verify that this amount is correct by reviewing notes made on last year's financial reports per contacts from the SCO. If the amounts shown in this section cannot be reconciled with your records, contact the SCO.

Advance to Service Revolving Fund-Displays the Advance to the Service Revolving Fund. This amount is pre-printed in the "Appropriation Balance" column only. This amount should only appear on the current year appropriation.

Advance to State Compensation Fund-Displays the State Compensation Insurance Fund Deposit. This amount is pre-printed in the "Appropriation Balance" column only. This amount should only appear on the current year appropriation.

ITEMS TO BE COMPLETED BY DEPARTMENT-The bottom portion of the form (except the Advances to Service Revolving Fund and State Compensation Fund) is completed by the department as follows:

Apply CY Adjustments to Controller's Accounts-Enter Net Adjustments to Controller's Accounts from Report No. 3 (Form 576-B). Expenditure and reimbursement adjustments affect both columns. Adjustments to advances affect only the "Appropriation Balance" column.

Apply Accruals per Report of Accruals to Controller's Accounts-Enter the current year accruals from the Report of Accruals (Report No. 1, Form 571-C). Amounts are posted to both columns, except as noted below. The signs are the same as on Report No. 1. There should be no accruals for reverting appropriations.

Revolving Fund Advance-Post to the "Appropriation Balance" column only.

Pending Budget Revisions/Allocation Orders/Executive Orders-Enter pending appropriation adjustments (BRs or EOs) to the "Appropriation Balance" column only. Since these entries are not documented on Report No. 1, add a footnote to the bottom of the page detailing this entry, and include a copy of the BR and/or EO.

FINAL CHECKS-Total each column, including the pre-printed amounts. Compare the Report No. 5 column totals with the B06, Final Budget Report as follows:

The "Expenditure" column total on each Report No. 5 should equal the Total Reference line of the B06 "Budgetary Expenditure" column for that appropriation.

The "Appropriation Balance" column on each Report No. 5 should equal the Total Reference line of the B06 "Balance" column for that appropriation except for the prior-prior year. The "Appropriation Balance" column total for the prior-prior year should be zero since it reverted as of June 30. The B06 balance remains until the YEC/YEO process has ran. For reverting balances, add the following footnote to the bottom of Report No. 5:

'Appropriation Reverted June 30, 20xx'

Exhibit IV-A-12 displays an example of Report No. 5 for multiple FFYs including footnotes.

EXHIBIT IV-A-12
 REPORT NO. 5 FINAL RECONCILIATION OF CONTROLLER'S ACCOUNTS WITH FINAL BUDGET REPORT

PAGE 4456

REPORT NO: 5
 JUNE 30, 2011

FINAL RECONCILIATION OF CONTROLLER'S ACCOUNTS
 WITH FINAL BUDGET REPORT/AGENCY RECORDS STD 573 (04/1997)

AGENCY: 9990 DEPARTMENT OF AIR QUALITY
 FUND: 0001000 GENERAL FUND
 FY: 2008 ITEM 001

CHAPTER NO. 268/08

ITEM NO. 9990-001-0001

***** SCO USE ONLY *****

	EXPENDITURES	APPROPRIATION BALANCE
JUNE 30 ACCOUNT BALANCE PER STATE CONTROLLER'S RECORDS	-87,691.82	
REVERSE PRIOR YEAR ADJUSTMENTS TO CONTROLLER'S ACCOUNTS		
REVERSE PRIOR YEAR EXPENDITURES/REIMBURSEMENTS ACCRUED	72,087.90	
REVERSE PRIOR YEAR CORRECTIONS MADE BY CONTROLLER'S OFFICE		

APPLY CURRENT YEAR ADJUSTMENTS TO CONTROLLER'S ACCOUNTS	_____	_____
APPLY ACCRUALS PER REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS		
SCO ACCOUNT CODE		
- - - - -		
10 A-AIR QUALITY STANDARDS	_____	_____
20 B-AIR QUALITY CONTROLS	_____	_____
30.01 C-ADMINISTRATION	_____	_____
30.02 D-DISTRIBUTED ADMINISTRATION	_____	_____
99 CALSTARS CLEARING ACCOUNT	_____	_____
90 REIMBURSEMENTS	_____	_____
	_____	_____
PENDING BUDGET REVISIONS/ALLOCATION ORDERS/EXECUTIVE ORDERS	_____	_____
TOTAL	<u>-15,603.92</u>	<u>0.00</u> *

* APPROPRIATION REVERTED JUNE 30, 2011

EXHIBIT IV-A-12
 REPORT NO. 5 FINAL RECONCILIATION OF CONTROLLER'S ACCOUNTS WITH FINAL BUDGET REPORT

PAGE 4457

REPORT NO: 5
 JUNE 30, 2011

FINAL RECONCILIATION OF CONTROLLER'S ACCOUNTS
 WITH FINAL BUDGET REPORT/AGENCY RECORDS STD 573 (04/1997)

AGENCY: 9990 DEPARTMENT OF AIR QUALITY
 FUND: 0001000 GENERAL FUND
 FY: 2009 ITEM 001

CHAPTER NO. 1/09

ITEM NO. 9990-001-0001

***** SCO USE ONLY *****

	EXPENDITURES	APPROPRIATION BALANCE
JUNE 30 ACCOUNT BALANCE PER STATE CONTROLLER'S RECORDS	-1,351,058.62	-2,952,633.97
REVERSE PRIOR YEAR ADJUSTMENTS TO CONTROLLER'S ACCOUNTS	6,850.00	
REVERSE PRIOR YEAR EXPENDITURES/REIMBURSEMENTS ACCRUED	477,534.19	
REVERSE PRIOR YEAR CORRECTIONS MADE BY CONTROLLER'S OFFICE	-169,356.00	

APPLY CURRENT YEAR ADJUSTMENTS TO CONTROLLER'S ACCOUNTS	_____	_____
APPLY ACCRUALS PER REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS		
SCO ACCOUNT CODE		
- - - - -		
10 A-AIR QUALITY STANDARDS	18,778.59	18,778.59
20 B-AIR QUALITY CONTROLS	_____	_____
30.01 C-ADMINISTRATION	_____	_____
30.02 D-DISTRIBUTED ADMINISTRATION	_____	_____
99 CALSTARS CLEARING ACCOUNT	36,592.35	36,592.35
- 90 REIMBURSEMENTS	-123,789.76	-123,789.76
	_____	_____
PENDING BUDGET REVISIONS/ALLOCATION ORDERS/EXECUTIVE ORDERS	_____	_____
TOTAL	-1,104,449.25	-3,021,052.79

EXHIBIT IV-A-12
 REPORT NO. 5 FINAL RECONCILIATION OF CONTROLLER'S ACCOUNTS WITH FINAL BUDGET REPORT

PC GENERATED REPORT PRODUCED BY THE AGENCY

REPORT NO: 5
 JUNE 30, 2011

FINAL RECONCILIATION OF CONTROLLER'S ACCOUNTS
 WITH FINAL BUDGET REPORT/AGENCY RECORDS STD 573 (04/1997)

AGENCY: 9990 DEPARTMENT OF AIR QUALITY
 FUND: 0001000 GENERAL FUND
 FY: 2010 ITEM 501

CHAPTER NO. 712/10

ITEM NO. 9990-501-0001

***** SCO USE ONLY *****

	EXPENDITURES	APPROPRIATION BALANCE
JUNE 30 ACCOUNT BALANCE PER STATE CONTROLLER'S RECORDS	13,962,437.26	-8,619,562.74
REVERSE PRIOR YEAR ADJUSTMENTS TO CONTROLLER'S ACCOUNTS		
REVERSE PRIOR YEAR EXPENDITURES/REIMBURSEMENTS ACCRUED		
REVERSE PRIOR YEAR CORRECTIONS MADE BY CONTROLLER'S OFFICE		

APPLY CURRENT YEAR ADJUSTMENTS TO CONTROLLER'S ACCOUNTS	_____	_____
APPLY ACCRUALS PER REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS		
SCO ACCOUNT CODE		
- - - - -		
10 A-AIR QUALITY STANDARDS	8,304,300.00	8,304,300.00
PENDING BUDGET REVISIONS/ALLOCATION ORDERS/EXECUTIVE ORDERS		
TOTAL	<u>22,266,737.26</u>	<u>-315,262.74</u>

EXHIBIT IV-A-12 (Continued)

REPORT NO. 5 FINAL RECONCILIATION OF CONTROLLER'S ACCOUNTS WITH FINAL BUDGET REPORT

PAGE 4459

REPORT NO: 5
JUNE 30, 2011

FINAL RECONCILIATION OF CONTROLLER'S ACCOUNTS
WITH FINAL BUDGET REPORT/AGENCY RECORDS STD 573 (04/1997)

DISTRIBUTION
ORIGINAL-Controller, Division of Accounting
COPIES-Finance-Financial Management
-Agency Files

A SEPARATE RECONCILIATION WILL BE USED FOR EACH APPROPRIATION AND EXECUTIVE ORDER MAINTAINED SEPARATELY BY THE SCO.

AMOUNTS MUST AGREE WITH EACH CATEGORY OR PROGRAM LISTED FOR THIS APPROPRIATION ON THE CURRENT YEAR REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS, FORM 571C.

NET TOTALS FOR EACH COLUMN MUST AGREE WITH THE APPROPRIATION FIGURES ON THE FINAL BUDGET REPORT FOR THE CURRENT FISCAL YEAR AND THE AGENCY RECORDS FOR THE PRIOR FISCAL YEAR.

INCLUDES YEAR-END ACCRUALS PURSUANT TO THE STATE ADMINISTRATIVE MANUAL.

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 1st DAY OF August 20 11, AT Sacramento, California

SIGNATURE OF OFFICER

TYPE OR PRINT NAME OF OFFICER

TITLE OF OFFICER

U. R. Dunne U. R. Dunne Accounting Administrator

REPORT NO. 6-FINAL BUDGET REPORT

Report No. 6, Final Budget Report, is not submitted but all fiscal years are kept on file with other year-end reports. The B06, Final Budget Report, is formatted to satisfy the reporting requirements of Report No. 6. Unlike the appropriation balances shown on the B04 Report, the appropriation balances shown on the B06 Report have not been reduced by the amounts in Reserves.

For additional information regarding the B06 Report, refer to CPM Volume 6, Chapter III-B Appropriation File Reporting. Exhibit IV-A-13 displays an example of the B06 Report.

Treatment of Prior Year Encumbrances on the B06 Report

In CALSTARS, encumbrances are not recorded as expenditures although they reduce the available appropriation balance. For year-end reporting purposes, however, encumbrances outstanding at year-end are reported as expenditures. This accrual of encumbrances is done automatically in CALSTARS for year-end reporting purposes. In the new year, actual expenditures are recorded and the prior year encumbrances are liquidated. The prior year accrual of encumbrance must be reversed in order to prevent duplicate reporting of expenditures; in the prior year as an accrual and in the current year as an actual expenditure. CALSTARS automatically reverses the accrual of the prior year-end encumbrance balance and adjusts subsequent reporting of expenditures by this amount. This reversal of prior year accrued encumbrances is displayed on the B06 Report in the "Prior Year Encumbrance Reversal" column.

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. An example of the Pre-Closing Trial Balance is shown in Exhibit IV-A-14. The Post-Closing Trial Balance and the Subsidiaries on File are shown in Exhibit IV-A-15.

NOTE: The SCO requires a G02 Report for Bond funds at both the fund and fund detail level.

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

FORMAT-The G02 Report displays the ending balance of each GL 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:

General Ledger Account Consolidation	
General Ledger Account (G01)- Ending Balance	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/} Only if shared fund

DUE FROM'S AND DUE TO'S-The Post-Closing Trial Balance shows GL 1400-Due From Other Funds/Appns. as GLs 1410 and 1420. GL 1500-Due From Other Governments shows as GLs 1510, 1540 and 1590. GL 3110-Due To Other Funds appears as GLs 3114 and 3115 based on the subsidiary used on these transactions.

GL 1140-CASH IN STATE TREASURY (CIST)-CIST is closed into GL 5570-Fund Balance Clearing on the G02 Report if the fund is a shared fund. For non-shared funds, GLs 1140 and 1210 Investments in SMIF must agree with SCO.

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

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

If the GL 5530-Fund Balance 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.

GL ACCOUNTS WITH SUBSIDIARY FILE SUPPORT-If the sum of the Subsidiaries File entries do not equal the amount of the GL on the Post-Closing Trial Balance, the GL is omitted and 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 can be completed.

NON-SHARED FUNDS-A non-shared fund is accounted for by one department. However, appropriations at the fund level (e.g., GAAP Reporting, Board of Control claims, etc.) may be made to departments other than the administering department managing the non-shared fund. This results in the GL 1140-Cash In State Treasury balance not agreeing with the SCO balance. Departments can enter TC 581 for GL 5530 Fund Balance or TC 582 for GL 5540, Retained Earnings to record the GL1140 activity for these types of transactions. Do not post TC 581 or TC 582 in shared funds.

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 CPM Volume 3, Chapter IV, Accounting for Interfund Loans, for additional information.

ABNORMAL GL ACCOUNT BALANCE-If the balance on Report 7 or Report 8 is not a normal balance for the GL account, an asterisk (*) is printed on the right of the GLAN in the last column of the report. Beginning with fiscal year ending June 30, 2011, an explanation for abnormal general ledger account balance is required as a footnote on the reports or on a separate sheet of paper as an attachment.

REPORT NO. 9-ANALYSIS OF CHANGE IN FUND BALANCE

Departments 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. Refer to Chapter V, Prepare Non-Governmental Cost Fund Reports for detailed information on Report No. 9.

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. Refer to Chapter II, Exhibits II-4 and II-5, for an example of an Office Revolving Fund reconciliation and the corresponding G01 Report.

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 starting the fiscal year ending June 30, 2011, Report 13 must be submitted to the Department of Finance, Fiscal Systems & Consulting Unit and a copy must be submitted to the State Controller's Office. Refer to Chapter V section *Prepare Trust and Agency Funds-Federal Statements* for detailed information.

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

Each department must submit a Report No. 14, Report of Bank/Savings and Loan Association Account Outside the Treasury System (Standard Form 445) to the State Treasurer's Office for funds outside the treasury system. **Only one statement per department (not one statement per fund) should be submitted.** Departments that do not have accounts outside the treasury system are not required to submit Report No. 14 to the SCO; however, departments must indicate on the certification letter that there are no accounts outside the state treasury. For departments that have funds outside the treasury system, refer to Chapter V, section *Prepare Trust and Agency Funds-Other Statements*, subsection *Non-Treasury Trust Funds (NTT)* for reporting requirements.

Exhibit IV-A-16 displays an example of Report No. 14.

NOTE: If a departments accept credit cards as a means of payment, these accounts are referred to as "zero balance accounts" and must be reported on Report No. 14.

EXHIBIT IV-A-16

REPORT NO. 14 REPORT OF BANK/SAVINGS AND LOAN ASSOCIATION ACCOUNT OUTSIDE THE STATE TREASURY

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

DEPARTMENT NAME AND ADDRESS

Department Of Air Quality (9990), 102 North Street, Sacramento, CA 95814

FOR FISCAL YEAR ENDED

JUNE 30, **2011**

(1) ACCOUNT TITLE AND NUMBER	(2) ACCOUNT TYPE	(3) PURPOSE	(4) BANK/SAVINGS & LOAN	(5) AUTHORITY	(6) BALANCE
Electronic Funds Transfer and Descriptive Transactions Account No. 659-6-98012	Checking	Accept credit card payments.	First Interstate Bank P.O. Box 3666 Terminal Annex Los Angeles, CA	Approved by DOF on 10-22-98	\$0.00
Electronic Funds Transfer Account No. 1489-4-80550	Checking	Collect registration fees from rental car companies.	Bank of America 900 8th Street Sacramento, CA 95814	Approved by DOF on 10-02-92	\$0.00 Closed on 7-20-06
Change Order Accounting	Checking	Field Offices use account to obtain change from Bank of America.	Bank of America 900 8th Street Sacramento, CA 95814	Approved by DOF on 10-15-92	\$10,000.00
Deposit Management System Account No. 1489-6-80578	Savings	Daily Collection transfer for Field Offices and Auto Clubs	Bank of America 900 8th Street Sacramento, CA 95814	Approved by DOF on 6-16-93	\$0.00

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 August 1, 2011
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REPORT NO. 15-RECONCILIATION OF AGENCY ACCOUNTS WITH TRANSACTIONS PER STATE CONTROLLER

The Report No. 15 reconciles expenditure and receipt activity by detail account. The following reports are used to prepare Report No. 15:

- ✧ Controller's Agency Reconciliation Report at June 30.
- ✧ Report No. 15-from the previous year-end reports.
- ✧ Report No. 2, Accrual Worksheet.
- ✧ Report No. 3, Adjustments to Controller's Accounts.
- ✧ CALSTARS B06, Final Budget Report.
- ✧ CALSTARS Q25, Summary of Receipts by Appropriation.
- ✧ CALSTARS G02, Pre-Closing Trial Balance.

Instructions for Completing Report No. 15

Enter the current year detail appropriation accounts (Account Type D, T, & F) from the June 30 SCO Agency Reconciliation Report in the first column. Then enter the prior and prior prior year detail appropriation accounts from the previous year's Report No. 15 below the current year appropriation accounts. Enter all current and prior year revenue detail accounts (Account Type R) below the prior and prior prior year appropriation accounts. Include refunds to reverted appropriations if there has been activity recorded by SCO or if included on this year's Report No. 1 and/or Report No. 3.

TRANSACTIONS PER CONTROLLER (Column A)—Enter the amounts from the "Expend/Revenue" column of the June 30 SCO Agency Reconciliation Report.

EXCEPTION: Enter the current year revolving fund amount and the prepayments amount from the "Advances" column on the June 30 SCO Agency Reconciliation Report. Enter the amounts for the prior year shown on last year's Report No. 15 with the opposite sign.

REVERSE PRIOR YEAR (Columns B – D)

ADJUSTMENTS TO CONTROLLER'S ACCOUNTS (Column B)—Enter the amounts on the previous year's Report No. 15 "Adjustments to Controller's Accounts," column E, with the opposite sign, for each account.

ACCRUALS (Column C) – Enter the amounts on the previous year's Report No. 15 "Current Year Accruals," column F, with the opposite sign, for each account.

CORRECTIONS MADE BY CONTROLLER'S (Column D)—Enter the amounts on the previous year's Report No. 15 "Corrections Made by Controller's," column D, with the opposite sign, for each account. Each amount should agree with the Reverse Prior Year Corrections Made by Controller's Office pre-printed amount on Report No. 5, Final Reconciliation of Controller's Accounts with Final Budget Report.

APPLY CURRENT YEAR (Columns E – F)

ADJUSTMENTS TO CONTROLLER'S ACCOUNTS (Column E)—Enter the current year adjustments to SCO accounts from Report No. 3 (Form 576-B). The total of column E should agree with the "Net Debits/Credits" on Report No. 3.

ACCRUALS (Column F)—Enter the current year accruals from the last column of the Accrual Worksheet, Report No. 2, titled "Net Total Accruals Per Agency" with the opposite sign. The total of column F should agree with "Net Total Accruals Per Agency" column on the Accrual Worksheet.

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

TRANSACTIONS FOR AGENCY ACCOUNTS (Columns H – K)

Appropriation Expenditures (9000)—Enter the amounts from the "Budgetary Expenditures" column on the B06, Final Budget Report, for each appropriation line item.

Reimbursements (8100)—Enter the amounts from the "Budgetary Expenditures" column on the B06, Final Budget Report, for each reimbursement line.

Revenue (8000)—Enter the amounts from the "Actual Receipts Year-To-Date" column on the Q25 Summary of Receipts by Appropriation Report with the opposite sign. The Q25 Report includes all receipt sources except abatements. Refer to the note below.

Refunds to Reverted Appropriations (9891)—Enter the amount from the Pre-Closing Trial Balance portion of the G02 Report.

NOTE: A column must be included for each nominal general ledger account (GLs 8000-9999) that appears on the Pre-Closing Trial Balance. Additional columns may be added or unused columns may be relabeled as needed.

FINAL CHECKS

Refer to the following for a final check of Report No. 15:

- ✦ All Clearing Account balances in column G must net to zero.
- ✦ The total of "Accruals" column F, must equal GL 5570, Fund Balance Clearing Account or GL 5530, Fund Balance Appropriated, on the Post-Closing Trial Balance except as follows:
 - Shared Funds**—GL 5570 will differ by the amount of Advance Collections that has been remitted to and receipted by the SCO prior to June 30.
 - Non-Shared Funds**—GL 5530 will differ by the amount of Cash in State Treasury, Deposits in the Surplus Money Investment Fund, and Advance Collections.
- ✦ The total of each column in the Transactions for Agency Accounts section (columns H-K) must agree with the balance of the corresponding nominal account on the Pre-Closing Trial Balance.

Exhibit IV-A-17 displays an example of Report No. 15. Exhibit IV-A-18 is the Report No. 15 Reference Guide. This reference guide should be used in conjunction with the detailed instructions presented above.

EXHIBIT IV-A-17
REPORT NO. 15 RECONCILIATION OF AGENCY ACCOUNTS WITH TRANSACTIONS PER STATE CONTROLLER
 DEPARTMENT OF AIR QUALITY (9990)
 GENERAL FUND (0001)
 RECONCILIATION OF AGENCY ACCOUNTS WITH TRANSACTIONS PER STATE CONTROLLER
 FISCAL YEAR ENDED JUNE 30, 2011

	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 712/10											
Program 10, Air Quality Standards	14,862,525.39				2,963.00	2,652,800.26	17,518,288.65	17,518,288.65			
Program 20, Air Quality Control	7,098,939.02					1,123,686.76	8,222,625.78	8,222,625.78			
Program 30.01, Administration	3,233,532.50					619,920.75	3,853,453.25	3,853,453.25			
Program 30.02, Dist. Administration	-3,233,532.50					-619,920.75	-3,853,453.25	-3,853,453.25			
Program 99, Clearing Account	1,586,654.71					-1,586,654.71	0.00				
Category 90-Reimbursements	-9,962,938.22					-2,950,135.81	-12,913,074.03		-12,913,074.03		
Category 96-State Comp Insurance Fund	28,126.65					-28,126.65	0.00				
Category 97-Revolving Fund Advance	100,000.00					-100,000.00	0.00				
Category 98-Advance to SRF-Other	110,000.00					-110,000.00	0.00				
ITEM 9990-501-0001, CHAPTER 712/10											
Program 10, Air Quality Standards	13,962,437.26					8,304,300.00	22,266,737.26	22,266,737.26			
ITEM 9990-001-0001, CHAPTER 1/09											
Program 10, Air Quality Standards	3,056,580.27		-2,773,498.42	-169,356.00	-245,678.00	18,778.59	-113,173.56	-113,173.56			
Program 20, Air Quality Control	284,970.79		-1,282,941.31		245,678.00		-752,292.52	-752,292.52			
Program 30.01, Administration	408,792.24		-365,144.05				43,648.19	43,648.19			
Program 30.02, Dist. Administration	-408,792.24		365,210.65				-43,581.59	-43,581.59			
Program 99, Clearing Account	-2,140,014.43	6,850.00	2,096,572.08			36,592.35	0.00	0.00			
Category 90-Reimbursements	-2,552,595.25		2,437,335.24			-123,789.76	-239,049.77		-239,049.77		
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 268/08											
Program 10, Air Quality Standards	-28,502.42		-102,288.30				-130,790.72	-130,790.72			
Program 20, Air Quality Control	41,838.89		-2,684.91				39,153.98	39,153.98			
Program 30.01, Administration	-42,368.68						-42,368.68	-42,368.68			
Program 30.02, Dist. Administration	42,368.68						42,368.68	42,368.68			
Program 99, Clearing Account	39,678.29		-39,678.29				0.00				
Category 90-Reimbursements	-140,706.58		216,739.40				76,032.82		76,032.82		
REVENUE 10/11 FY											
161400-Miscellaneous Revenue	-6,513,065.22					-1,075.00	-6,514,140.22			-6,514,140.22	
REFUNDS TO REVERTED APPROPRIATIONS											
TOTALS	19,513,928.82	6,850.00	869,622.09	-169,356.00	2,963.00	7,236,376.03	27,460,384.27	47,050,615.47	-13,076,090.98	-6,514,140.22	0.00

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 1st day of August, 2011, at Sacramento, California

U. R. Dunne
Signature of Office

U. R. Dunne
Name of Officer

Accounting Administrator

**EXHIBIT IV-A-18
REPORT NO. 15 REFERENCE GUIDE**

DEPARTMENT OF AIR QUALITY (9990)
GENERAL FUND (0001)
RECONCILIATION OF AGENCY ACCOUNTS WITH TRANSACTIONS PER STATE CONTROLLER
FISCAL YEAR ENDED JUNE 30, 2011

Reference Guide-Report 15

	REVERSE PRIOR YEAR			APPLY CURRENT YEAR			TRANSACTIONS FOR AGENCY ACCOUNTS				
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Appropriation and Revenue Accounts per SCO Tab Run	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)	Reimbursements(8100)	Revenue (8000)	Refunds to Reverted Appropriations (9891)
APPROPRIATION-STATE OPS											
ITEM 9990-001-0001, CHAPTER 712/10											
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" Enter opposite sign.	Last year's Report 15 Column "F" Enter opposite sign.	This year's Report 5 "Reverse PY Corrections Made by SCO" or "SCO PY Summary Report" (Same sign)	This year's Report 3 Form 576-B (Same sign)	This year's Report 2 "Net Total Accruals Per Agency" Column. Enter opposite sign.	Calculated Total of each line Columns A-F	B06 Final Budget Report "Budgetary Expenditures" by Program (Same sign)	B06 Final Budget Report "Budgetary Expenditures" column for Reimbursement lines (Same sign)	Q25 Summary of Receipts by Appropriation "Actual Receipts Year-To-Date". Enter opposite sign.	G02 Pre-Closing Trial Balance (Same sign)
Program 30.02, Dist. Administration	"Expend/Rev" Column (Same sign)										
Program 99, Clearing Account											
Category 90-Reimbursements											
Category 97-Revolving Fund Advance	Exceptions:										
Category 98-Advance to SRF-Other	CY Prepayments-Use "Advances" Column (Same sign)						Line Totals Should agree with "Transactions for Agency Accounts" in Columns H-K				
ITEM 9990-501-0001, CHAPTER 712/10											
Program 10, Air Quality Standards											
ITEM 9990-001-0001, CHAPTER 1/09											
Program 10, Air Quality Standards											
Program 20, Air Quality Control	PY Prepayments-Use previous year's Report 15 Column "A." Enter opposite sign.										
Program 30.01, Administration											
Program 30.02, Dist. Administration											
Program 99, Clearing Account											
Category 90-Reimbursements							Clearing accounts must be 0 (zero).				
Category 97-Revolving Fund Advance											
Category 98-Advance to SRF-Other											
ITEM 9990-001-0001, CHAPTER 268/08											
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 10/11 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 2nd day of August, 2011, at Sacramento, California

U. R. Dunne
Signature of Officer

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 CAPITAL ASSETS and
REPORT NO. 19-STATEMENT OF CAPITAL ASSETS**

Report No. 18 is required for the Capital Assets Group of Accounts (GLs 2310-2341) using Fund 0997. This report shows the beginning balance, additions, deletions and resulting ending balance for each of the capital asset accounts. Report No. 18 may be obtained by requesting a G05, Statement of Changes in Capital Assets Report, 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 capital assets.

NOTE: If there are no capital assets for a fund, it should be noted in the certification letter for Report No. 18.

The G05 Report also contains Report No. 19 Statement of Capital Assets. Report No. 19 shows the ending balance of each type of capital 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 capital asset records are in agreement with the general ledger accounts shown. The same Report No. 19 is produced whether the G05 Report is requested at the fund or fund detail level. The G05 Report is available by Section for departments that maintain the general ledger accounts by Section.

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

Exhibit IV-A-19 displays an example of Report No. 18. Exhibit IV-A-20 displays an example of Report No. 19.

REPORT NO. 20-STATEMENT OF FINANCIAL CONDITION

Departments 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 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. Refer to Chapter V, Prepare Non-Governmental Cost Fund Reports for detailed information on Report No. 20.

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 department's legal, audit or personnel offices.

If a department does not have contingent liabilities, they do not submit Report No. 22 to the SCO, however, indication on the certification letter that there are no contingent liabilities for Report No. 22 is required.

Exhibit IV-A-21 displays an example of Report No. 22.

EXHIBIT IV-A-21
STATEMENT OF CONTINGENT LIABILITIES

STATEMENT OF CONTINGENT LIABILITIES
For Fiscal Year Ended June 30, 2011

Name of Agency Department of Air Quality Date July 31, 2011
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 11/12	
	2	15,000.00	FY 11/12	
	3	12,000.00	FY 11/12	
	4	10,000.00	FY 11/12	

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 1st DAY OF August, 20 11 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, departments must report any material differences relating to prior year accruals. SAM 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 a department's reports require revision (for any reason) after the reports are submitted to the SCO, Form 571E and 571F, Revisions to Accruals and Adjustments to Controller's Accounts, must be prepared. Departments should immediately notify the SCO when material differences are discovered and submit the revisions by the end of September.

NOTE: SAM Section 7981 applies to Government Cost Funds including Non-Governmental Cost funds "B" for the Governmental Obligation Bond Fund's subfunds.

For other Non-Governmental Cost Funds, materiality applies only to cash. Contact the SCO to see what is required. Typically, the SCO requires revised Report No. 7, and Report No. 8, but the SCO may only require forms 571E and 571F.

Form 571E (Similar to Forms 571A and 571B)

Reports revisions to assets and liabilities (real accounts) e.g. GL14XX, GL31XX, GL3010 etc. on SCO records. Debits or credits the revised real account.

Form 571F (Similar to Form 571-D)

Reports revisions to nominal accounts such as Expenditures, Reimbursements and Revenue accounts on SCO records. Offsets the real accounts reported on Form 571E with a debit or credit to a nominal account.

Forms 571E and 571F are not used to adjust appropriation budgets. Contact the SCO when a Report No. 5 (pending Executive Order or pending Budget Revision) is to be revised.

Form 571E and 571F cannot be used:

- ☒ To adjust cash.
- ☒ To report GAAP adjustments.

If Forms 571E and 571F are prepared **before** the automated Year-End Close (YEC) and Year-End Open (YEO) processes are run, enter the correcting entries in FM13 to reflect the revisions before running YEC/YEO. All prior year (FM13) reports must be re-ordered after the correcting entries are posted in CALSTARS and prior to running YEC/YEO.

If Forms 571E and 571F are prepared **after** YEC/YEO has processed, CALSTARS beginning balances must be adjusted to reflect the revisions. Revisions typically involve complicated adjustments to reflect correct file postings, the impact of closing nominal accounts and the appropriate beginning balance amounts. Contact the CALSTARS Hotline at (916) 327-0100 for assistance.

General Instructions

Report the amount needed to increase or decrease the original accrual or adjustment amount included on the year-end reports submitted to the SCO. Forms 571E and 571F are used to correct the following reports:

- ❖ 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.

NOTE: Although departments may create corrected copies of their year-end financial reports for internal purposes, the SCO does not want copies of corrected financial reports.

Prepare a separate report for each fund administered by the department. 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 report should be sent to the State Controller's Office, Division of Accounting. Duplicate or reduced copies are not accepted. Data entered on the forms may be typed or hand-printed.

Instructions for Completing Forms 571E and 571F

FORM 571E-Report corrections to asset and liability accounts. Form 571E should be completed similar to the Form 571A/B.

FORM 571F-Report corrections to nominal accounts, such as Expenditure, Reimbursement, and Revenue accounts. Form 571F should be completed similar to the Form 571D.

Cross reference all entries on this report and attach a corresponding explanation of the corrections on a separate page.

Exhibit IV-A-22 displays examples of Forms 571E and 571F.

EXHIBIT IV-A-22
 REVISIONS TO ACCRUALS AND ADJUSTMENTS TO CONTROLLER'S ACCOUNTS

REVISION TO REPORT NOS. 1 & 3 Form 571 E (Rev. 3/10)

Revisions to Accruals and Adjustments to Controller's Accounts

June 30, 2011

Page 1 of 2

SCO USE ONLY			
Document No.	C C Y Y M M D D	Fund	Agency
D			

Agency Name and Number <i>DEPARTMENT OF AIR QUALITY (9990)</i>	Fund Name and Number <i>GENERAL FUND (0001)</i>	
Name of Contact Person, Title <i>U.R. Dunne, Accounting Administrator</i>	Telephone Number <i>445-0000</i>	Email Address <i>URDunne@daq.ca.gov</i>

ACCOUNT TITLE	ENCUMBRANCES	D C	ACCOUNT	AMOUNT	D C
Accounts Payable			3010	114,364.46	D
Net Credits/Debits	—		Net Credits/Debits	114,364.46	D

ORIGINAL - State Controller's Office, Division of Accounting and Reporting

EXHIBIT IV-A-22 (Continued)
 REVISIONS TO ACCRUALS AND ADJUSTMENTS TO CONTROLLER'S ACCOUNTS

REVISION TO REPORT NOS. 1 & 3 Form 571 F (Rev. 3/10)

Revisions to Accruals and Adjustments to Controller's Accounts

June 30, 2011

Page 2 of 2

SCO USE ONLY			
Document No.	C C Y Y M M D D	Fund	Agency
D			

Agency Name and Number <i>DEPARTMENT OF AIR QUALITY (9990)</i>	Fund Name and Number <i>GENERAL FUND (0001)</i>
Name of Contact Person, Title <i>U.R. Dunne, Accounting Administrator</i>	Telephone Number <i>445-0000</i>
	Email Address <i>URDunne@daq.ca.gov</i>

APPROPRIATION AND REVENUE ACCOUNT TITLES	ENCUMBRANCES	D C	FY	M	REF/ ITEM	CAT	PGM	ELE	COMP	TASK	T	SOURCE FUND	B	S C O	REVENUE/ OBJECT	AMOUNT	D C
A-AIR QUALITY STANDARDS			2009		001		10				D					114,364.46	C
Net Debits/Credits	—															114,364.46	C

ORIGINAL - State Controller's Office, Division of Accounting and Reporting

RELATIONSHIP BETWEEN GOVERNOR'S BUDGET DATA AND YEAR-END REPORTS

Past year actual data in the Governor's Budget must agree with the Financial Year-End Reports as discussed below.

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.

Report N10 is available if the department's prior year OC BUD-SEQ indicator is Y. Departments have the option of using the N10 Report to complete their Schedule 10 turn-around documents. In addition, a copy of the reconciled/marked-up N10 Report can be submitted as an attachment to the turn-around documents.

The N10 Report 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-A-23 for an example of 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. Departments have the option of using the N20 Report, Revenues and Transfers Schedule 10R Worksheet, 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-A-24 for an example of Schedule 10R with cross references to the source N20 Report.

EXHIBIT IV-A-23 (Continued)
PAST YEAR SCHEDULE 10 REPORT

BPS350R
PAST YEAR ACTUAL
PROD DATABASE

SUPPLEMENTARY SCHEDULE OF APPROPRIATIONS FOR THE 2010-11 FISCAL YEAR
SCHEDULE 10

PAGE: 1
DATE: 07/29/11
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-23 (Continued)
PAST YEAR SCHEDULE 10 REPORT

BPS350R
PAST YEAR ACTUAL
PROD DATABASE

SUPPLEMENTARY SCHEDULE OF APPROPRIATIONS FOR THE 2010-11 FISCAL YEAR
SCHEDULE 10

PAGE: 2
DATE: 07/29/11
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
--	------------	--------------	---------	------------

-----ADJUSTMENTS-----

	AA	(002) BR-2 Reimbursements		
(410) Allocation for Employee Compensation		10 Air Quality	-85,226	
		20 Air Rights	225,635	
10 Air Quality	115,000	30 Clean Air Programs	5,119	
20 Air Rights	72,000	90000 Reimbursements	-145,528	
30 Clean Air Programs	113,000	Total	0	
90000 Reimbursements	-5,000			
*TOTAL	295,000			

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				
90000 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-24 (Continued)
PAST YEAR SCHEDULE 10R REPORT

SCD10R
VERSION V1

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

PAGE: 1
DATE: 07/29/11
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.

EXHIBIT IV-A-25
MANUAL YEAR-END REPORT CHECKLIST

MANUAL YEAR-END REPORT CHECKLIST

(Use to ensure year-end reports are accurate and complete)
(Modified on **3/1/2011**)

DEPARTMENT NAME:	
ORG CODE:	
FUND NUMBER:	
FUND NAME:	
CHECKLIST COMPLETED BY:	
DATE COMPLETED:	

EXHIBIT IV-A-25 (Continued)
 MANUAL YEAR-END REPORT CHECKLIST
ALL REPORTS

	Department name, organization code, fund name, and fund number appear on all reports.
	Reports have been prepared for all funds that have activity during the reporting year and/or balances on June 30.
	Department obtained prior approval from the SCO to use computer-generated year-end reports.
	Reports for Bond Funds and Special Deposit Funds have been prepared for each subfund. For the Special Deposit Fund, include a consolidated report.
	Reports have been prepared for Non-Treasury Trust Funds-Fund 0990 (i.e., money or property held in trust by a state department that is not required to be deposited in a fund in the State Treasury).
	"SCO Use Only" areas on Reports No. 1, 3, and 5 are left blank, unless something is pre-printed in that area

CERTIFICATION LETTER

The certification letter must not exceed two pages in length. For departments with several funds, a separate certification letter is required for each fund submitted.

The following information is included:

	Only one fund is listed on the cert letter, with the exception of bond fund subfunds.
	Department name and organization code appear on the letter as well as the mailing address, names of the agency Director and Chief of Accounting and their respective email addresses.
	Fund name and number for each fund being reported.
	All required reports are listed for each fund and/or sub-fund. If there are no amounts to report, include the statement "No Activity to Report" beside the appropriate report number.
	Contact name, phone number, and e-mail address is listed for each fund.
	A statement certifying the listed reports as being true and correct and the signature of the officer responsible for fiscal administration. Refer to SAM Section 7951.
	Only one Report No. 14 and Report No. 19 is submitted for the department. Report No. 14, 18, 19, and 22 appear under the heading "Special Reports." If there are no amounts to report, the statement "None to Report" follows the report title.
	Indicate on each certification letter which Fund will include Report 14 and Report 19 for your agency.

REPORT NO. 1-REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS

	Department name, organization code, fund name and fund number are included on every page.
	All amounts are displayed with two decimal places and without \$\$\$\$ signs.
	Credit amounts are displayed without brackets or minus signs.
	For every amount listed, there is a "D" or "C" in the "D/C" column.
	Total debits equal total credits for accruals and encumbrances.

EXHIBIT IV-A-25 (Continued)
MANUAL YEAR-END REPORT CHECKLIST

REPORT NO. 1-REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS

	Accounts without accruals or encumbrances are left blank-no zero amounts.
	Abnormal accrual and/or encumbrance amounts recorded to GL and detail accounts are explained by a footnote or on an attached piece of paper.
	GL account number agrees with account description.
	GLs 1400, 1500, 3110, and 3400 are recorded at the lower GL level of 1410/1420, 1540/1590, 3114/3115, 3410/3420.
	Subsidiary fields are not zero-filled. (Should contain only a 4-digit fund number or a GL account preceded by a zero.)
	Accruals for Interfund Loan Receivables GL 2170 and Interfund Loans Payable GL 4050 include subsidiary numbers that reflect the fund number of the other fund involved.
	Accruals to Due From Other Funds, GL 1410, and Due To Other Funds, GL 3114, include subsidiary fund numbers identifying the fund number of the other fund involved.
	For each amount posted to GL1410.XXXX/3114.XXXX, provide the 4 digit Org Code and agency name related to the accrual on a separate spreadsheet and submit the spreadsheet with Report 1.
	Accruals to Due From Other Appropriations, GL 1420 or Due To Other Appropriations, GL 3115 includes 4 digit Org Codes identifying the other agencies involved.
	Subsidiary information for GL's 1390 and 1600 must identify the offsetting A/R account number, preceded by a zero. (For example 1600.01319).
	Accruals are not reported for Encumbrances GL6150 and Reserve for Encumbrances GL5350.
	Prepayments to Service Revolving Fund (SRF), GL 1730.0666, and Prepayments to State Compensation Insurance Fund (SCIF), GL 1730.0512 are not included.
	Prepayments to Architecture Revolving Fund (ARF), GL 1730, and the corresponding Reserve for Prepaid Items, GL 5330, fund number 0602 is shown as the subsidiary number.
	Accrual amount reported for GL 3410-Revenue Collected in Advance or GL 3420-Reimbursements Collected in Advance, represents only the advance collections which are still in General Cash, not amounts previously remitted to SCO. When the amounts shown on Report No. 1 are applied to Controller's June 30 balance, the result should equal the amounts shown on Report Nos. 7 and 8.
	Forms 571A, 571B, and 571 A/B (if used) agree with column totals on Report No. 2, except Prepayments not included on Report No. 1. NOTE: The "Deferred Credits" column on Report No. 2 may include accruals for more than one GL account, but must be separated on Report No. 1.
	Forms 571A, 571B, and 571 A/B agree with GL accounts on Report No. 8, Post-Closing Trial Balance.
	GLs 1410, 3114, 3410, and 3420 entries agree with Report No. 8; Post Closing Trial Balance-Subsidiaries on File.

EXHIBIT IV-A-25 (Continued)
MANUAL YEAR-END REPORT CHECKLIST

REPORT NO. 1-REPORT OF ACCRUALS TO CONTROLLER'S ACCOUNTS

	Forms 571-C and 571D (if used) agree with "Net Total Accruals per Agency" column (last column) on Report No. 2 (opposite sign), except for SRF and SCIF Prepayments.
	Accruals for abatements or reimbursements to reverted appropriations are credited to Refunds to Reverted Appropriations in prior fiscal year.
	No expenditure or transfer accruals are reported for any reverting appropriations that will not be revived by SCO in the current year.
	Accounts not listed on pre-printed Form 571-C, are included on Form 571D and verified with SCO.
	Encumbrance amounts are equal to or less than the accrual amount. Debit and credit signs for the encumbrance are the same as the related accrual for an individual account.
	Encumbrances on forms 571-C and 571D (if used) agree with the B06 Report "Encumbrances/Allocated Encumbrances" column for each appropriation item (not including the amount of encumbrances related to scheduled reimbursements). Encumbrances are posted to the proper detail account.
	For encumbrances funded by reimbursements, encumbrances are reported for the reimbursement account and the corresponding receivable account.
	Net Debits/Credits on all pages (Encumbrances and Accruals) equal zero.
	Agency General Cash GL 1110 has a debit balance.

REPORT NO. 2-ACCRUAL WORKSHEET

	Column totals agree with General Ledger accounts on Report No. 7 (excluding nominal accounts and Fund Balance Clearing) and Report No. 8. NOTE: Some columns on Report No. 2 may contain more than one GL account.
	Accrual amount reported for GL 3400 – Advance Collections, represents only the Advance Collections which are still in General Cash, or Cash In Transit to SCO. Any amounts already received by SCO are excluded.
	Uncleared Collections, Advance Collections, Sales Tax, Provision for Deferred Receivables, and the ORF Adjustment lines should net to zero in the "Net Total Accruals per Agency" column.
	GL 1730, Prepayments to Other Funds and GL 2120, Advances to Other funds are included.
	For shared funds , total agrees with GL 5570 (opposite sign) on Report No. 8; NOTE: GL 5570 will differ by the amount of GL 3400, Advance Collections, remitted to SCO. OR For non-shared funds : <div style="margin-left: 40px;"> General Ledger Account 1140 + General Ledger Account 1210 + General Ledger Account 3400 (receipted by SCO) + <u>General Ledger Account 5530</u> = Report No. 2 Total (Opposite Sign) </div>
	Grand total agrees with the total Apply Current Year "Accruals" column F on Report No. 15.

EXHIBIT IV-A-25 (Continued)
MANUAL YEAR-END REPORT CHECKLIST

REPORT NO. 3-ADJUSTMENTS TO CONTROLLER'S ACCOUNTS

	For Governmental Cost Funds, amounts reported should be adjustments that are needed to correct account balances on SCO records as of June 30.
	For Non-Governmental Cost Funds Report No. 3 is submitted only for corrections to GLs 1140, 1210, 1730, and/or 2120. Submit Form 576A only. Adjustment is amount needed to bring department balance into agreement with the SCO's balance as of June 30.
	Department name, organization code, fund name and fund number are included on every page.
	All amounts are displayed with two decimal places and without \$\$\$\$ signs.
	Amount column is blank for accounts without adjustments-no zero amounts.
	The sum of Form 576A and Form 576-B net to zero.
	Credit amounts are displayed without brackets or minus signs.
	Adjustments to GL 1410, Due From Other Funds, and GL 3114, Due To Other Funds, include subsidiary numbers reflecting the fund number of the other fund involved.
	GL 1420, Due From Other Appropriations and GL 3115, Due To Other Appropriations include 4 digit org code of the other agency related to the accrual.
	GL 1390, Allowance for Uncollectible Accounts and GL1600, Provision for Deferred Receivables include subsidiary number reflecting the general ledger account number (preceded by a 0) for the related receivable.
	Adjustment amount(s) on Form 576-B agrees with the adjustment amount(s) reported on Report No. 5, Report No. 15 and the Transaction Request form.
	Debits and credits on Form 576-B for each fund agree with debits and credits on the Transaction Request form.
	Copies of the Transaction Request forms explaining the adjustments are attached to Report No. 3. Each adjustment on Report No. 3 is cross-referenced to the appropriate Transaction Request form.
	No adjustments are reported for reverting appropriations that will not be reopened by SCO in the current year.
	Font size for accounts and amounts is no smaller than size 10.

REPORT NO. 4-STATEMENT OF REVENUE (Q26)

	Only Current Year Revenue is reported (Q26 FM=PY; Period=C).
	Accruals agree with corresponding accruals on Report No. 1, Form 571-C, 571D, (if used) and Report 15.
	Adjustments to Controller's Accounts agree with Report No. 3, Form 576-B.

EXHIBIT IV-A-25 (Continued)
MANUAL YEAR-END REPORT CHECKLIST

**REPORT NO. 5-FINAL RECONCILIATION OF
CONTROLLER'S ACCOUNTS WITH FINAL BUDGET REPORT**

	Preprinted amounts are not altered. If an amount does not agree with the SCO preprinted amount, footnote the amount per the department's records.
	All amounts are displayed with two decimal places and without \$\$\$\$ signs.
	Adjustments agree with corresponding adjustments on Report No. 3, Form 576-B.
	Accruals agree with corresponding accruals on Report No. 1, Form 571-C and 571D (if used).
	Adjustments to Controller's accounts and accruals are posted to both the expenditure and the appropriation balance column.
	Executive Orders and /or Budget Revisions approved by the Department of Finance by June 30, but not yet recorded on Controller's records are summarized on the Pending Budget Revisions/Allocation Orders/Executive Orders line in the "Appropriation Balance" column and a copy is submitted with Report No. 5.
	Allocation Orders not yet recorded on Controller's records by June 30 are summarized on the Pending Budget Revisions/Allocation Orders/Executive Orders line in the "Appropriation Balance" column and a copy is submitted with Report No. 5.
	Expenditure totals and appropriation balances agree with corresponding totals on Report No. 6 (except reverting year appropriation balance = 0).
	Expenditures agree with the corresponding amounts on Report 15.
	Total appropriation balance is zero or a credit amount.

REPORT NO. 6-FINAL BUDGET REPORT (B06)

Report No. 6 is not submitted to SCO. It is kept on file for audit purposes.

	Balance for each program/category does not reflect a deficit.
	Expenditures totals and appropriation balances agree with corresponding totals on Report No. 5 (except reverting year appropriation balance = 0 on Report No. 5).
	Expenditures by program/category agree with "Appropriation Expenditures" column on Report No. 15.
	Reimbursements agree with "Reimbursement" column on Report No. 15.

REPORT NO. 7-PRE-CLOSING TRIAL BALANCE (G02)

In addition to Report No's 7 and 8, a G01 Report (FM=PY, P=Y) must be submitted for all shared Non-Governmental Cost Funds.

	GL account amounts agree with Report No. 8 down to Fund Balance. (Note that GLs 1400, 1500, 3110 are at a lower level on Report No. 8).
	Abnormal accrual and/or encumbrance amounts recorded to GL accounts are explained by a footnote or on an attached piece of paper
	GL 1510, Due from Federal Government, is used only in the Federal Trust Fund.
	GL 3500, Liabilities For Deposit, should equal zero or have a credit balance.
	For Federal Trust Fund, GL 8000, Revenue, and GL 9000, Expenditures should equal.

EXHIBIT IV-A-25 (Continued)
MANUAL YEAR-END REPORT CHECKLIST

REPORT NO. 7-PRE-CLOSING TRIAL BALANCE (G02)

	For non-shared funds, GL 1140 and GL 1210 have a debit balance and agree with SCO.
	For the Special Deposit Fund (0942), report is ordered at fund, not fund detail level.
	For G.O. Bond funds, a Report No. 7 is included at both fund and fund detail level.
	For Federal Trust Fund, GL 5530 is zero. NOTE: If money is being returned to the Federal Government in the upcoming fiscal year, the credit balance should be accrued.
	For Federal Trust Fund, GL 1140, Cash in State Treasury, equals the SCO June 30 total balances in the "C" accounts of the "44" accounts and the appropriated accounts combined.

REPORT NO. 8-POST-CLOSING TRIAL BALANCE (G02)

	For non-shared funds, GL 5530 Fund Balance Unappropriated has a credit or zero balance. NOTE: Statements cannot be submitted to the SCO with a debit balance in GL 5530.
--	--

REPORT NO. 9-ANALYSIS OF CHANGE IN FUND BALANCE (G04)

Submit only for Non-Governmental, non-shared funds.

	Beginning Fund Balance agrees with ending Fund Balance from prior year's Report No. 9 (include any adjustments made by Controller's after submission of reports).
	Receipts agree with GL 8000, Revenue, on Report No. 7.
	Expenditures agree with GL 9000, Expenditures, on Report No. 7.
	Ending Fund Balance agrees with Fund Balance (opposite sign) on Report No. 8.
	Fund Balance for the Federal Trust Fund is zero.
	For Special Deposit Fund (0942), report is ordered at fund detail, not fund level.
	A footnote is included to explain adjustments that changed the prior year's ending fund balance.

REPORT NO. 13-REPORT OF EXPENDITURES OF FEDERAL FUNDS (Q34)

Beginning with fiscal year ending June 30, 2011, Report No. 13 is submitted to Department of Finance, Fiscal Systems and Consulting Unit (FSCU) with a copy to SCO.

	The grand total of expenditures equals GL 9000, Expenditures, on the Report No. 7, Pre-Closing Trial Balance for the Federal Trust Fund.
--	--

EXHIBIT IV-A-25 (Continued)
MANUAL YEAR-END REPORT CHECKLIST

**REPORT NO. 14-REPORT OF BANK AND/OR SAVINGS AND LOAN
ASSOCIATION ACCOUNTS OUTSIDE STATE TREASURY**

A zero balance account (ZBA), to accept credit cards as a means of payment, is considered an account outside the state treasury and must be included on Report No. 14.

	Department should submit only one report, Form Std 445 (revised 6/98). The original report is sent to the State Treasurer's Office.
	Indicate on each certification letter which fund will include Report 14 for your agency.
	Department name and organization code appear on the report.
	For departments that do not have accounts outside the state treasury, indicate on the certification letter.

**REPORT NO. 15-RECONCILIATION OF AGENCY
ACCOUNTS WITH TRANSACTIONS PER STATE CONTROLLER**

	All amounts are displayed with two decimal places and without \$\$\$\$ signs.
	Amounts in the "Transactions per Controller" column agree with the balances on the Controller's records as of June 30.
	Amounts posted in Reverse Prior Year "Accruals" column C agree with amounts posted in the Apply Current Year "Accruals" column F (opposite sign) on the previous year's Report No. 15.
	Amounts posted in Reverse Prior Year "Adjust to SCO Accts" column B agree with amounts posted in Apply Current Year "Adjust to SCO Accts" column E (opposite sign) on the previous year's Report No. 15.
	Amounts posted in Apply Current Year "Accruals" column F agree with accruals on Report No. 2 (opposite sign).
	Amounts posted to Apply Current Year "Adjust to SCO Accts" column E agree with adjustments on Report No. 3.
	Total of the left side of the report (column G) agrees with the total of the Transactions for Agency Accounts columns on the right side of the report.
	Total in column G for each Clearing Account is zero.
	Totals in the Transactions per Agency Accounts columns agree with the nominal account balances on Report No. 7.
	Amounts posted in Reverse Prior Year "Corrections to SCO" column D agree with amounts in SCO's Prior Year Accrual Summary Report (opposite sign).

EXHIBIT IV-A-25 (Continued)
MANUAL YEAR-END REPORT CHECKLIST

**REPORT NO. 15-RECONCILIATION OF AGENCY
ACCOUNTS WITH TRANSACTIONS PER STATE CONTROLLER**

	<p>Total of Apply Current Year "Accruals" column F agrees with GL 5570 on Report No. 8 and total on Report No. 2 (opposite signs) for non-shared funds.</p> <p>NOTE: GL 5570 will differ by the amount of any Advance Collections (GL 3400) Remitted to SCO.</p> <p style="text-align: center;">OR</p> <p>If the fund is non-shared, the total of Current Year "Accruals" column F on Report No. 15 agrees with the total on Report No. 2 (opposite signs) and the sum of:</p> <p style="margin-left: 40px;">General Ledger Account 1140 + General Ledger Account 1210 + General Ledger Account 3410 + General Ledger Account 5530</p>
--	---

REPORT NO. 18-STATEMENT OF CHANGES IN CAPITAL ASSETS (G05)

	Amounts agree with final Property Ledger Reconciliation.
	Beginning balances agree with the previous year's ending balances.
	A footnote is included if an adjustment to the beginning balance is needed.
	Report is requested at fund detail level.
	Ending balances are all debit amounts.

REPORT NO. 19-STATEMENT OF CAPITAL ASSETS (G05)

Only one report is submitted per department.

	Ending balance agrees with ending balance on Report No. 18.
	Total of all capital assets of the department is reflected on the report.
	Indicate on each certification letter which fund's statements will include the Report 19 for your Agency.

REPORT NO. 20-STATEMENT OF FINANCIAL CONDITION (G04)

	Amounts agree with corresponding GL accounts on Report No. 8.
--	---

REPORT NO. 22-STATEMENT OF CONTINGENT LIABILITIES

Report should include estimated contingencies for federal audit exceptions, other audit exceptions and pending litigation.

	Amounts shown are not reflected in the GL accounts.
	Report does not have fiscal year, appropriation, or funding information.

EXHIBIT IV-A-25 (Continued)
MANUAL YEAR-END REPORT CHECKLIST

GL 5570 FUND BALANCE-CLEARING (SHARED FUNDS)

The Fund Balance-Clearing Account must agree on the following year-end reports, with the exception of GL 3400, Advance Collections, remitted to SCO.	
The signs (+/-) indicate the appropriate sign for each report.	
	5570
Report No. 2 Total in the Net Total Accruals Per Agency	-
Report No. 8 GL 5570	+
Report No. 15 Total of Current Year Accruals	+

REVISIONS TO YEAR-END REPORTS

Notify SCO prior to the end of September.
Only material amounts per SAM Section 7981 should be submitted as revisions.
Forms contain revisions needed to correct amounts previously submitted on Report No. 1 and Report No. 3.
Amounts on these forms, plus amounts on Report No. 1 and Report No. 3 that were originally submitted to SCO, agree with the department's revised balances.
Department name, organization code, fund name and fund number are included on every page.
All amounts are displayed with two decimal places and without \$\$\$\$ signs.
Net debits/credits equal zero.
Credit amounts are displayed without brackets or minus signs.
GLs 1400, 1500 and 3110 are recorded at the lower GL level of 1410/1420, 1540/1590 or 3114/3115.
Accruals to GL 1410, Due From Other Funds, and GL 3114, Due To Other Funds, include subsidiary numbers identifying the fund numbers of the other funds involved in each inter-fund transfer.
Accruals to GL 1420, Due From Other Appropriations, or GL 3115, Due To Other Appropriations include a 4 digit Org Codes identifying the other agencies involved in each inter-agency transaction.
Subsidiary information for GLs 1390 and 1600 must identify the offsetting A/R account number, preceded by a zero. (For example 1600.01319).
Attachments explaining the revisions are included with these forms. Each adjustment on these forms are cross-referenced to the appropriate attachment.