

BUDGET LETTER

SUBJECT:	YEAR-END FINANCIAL REPORTING REQUIREMENTS	NUMBER:	25-02
REFERENCES:	STATE ADMINISTRATIVE MANUAL SECTIONS 6400, 7900 ET SEQ., 19462, AND 19463; GOVERNMENT CODE SECTIONS 12460, 12461.2, 13310, AND 13344; AND BL 24-11	DATE ISSUED:	March 17, 2025
		SUPERSEDES:	BL 24-05

TO: Agency Secretaries
Department Directors
Department Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter (BL) reminds and informs state departments of the year-end financial reporting requirements and deadlines for fiscal year 2024-25.

Year-End Reporting Deadlines and Deliverables

September 2, 2025	<ul style="list-style-type: none">All funds due to the State Controller's Office (SCO).Report of Expenditures of Federal Funds, Report 13: Departments must submit report to Finance's Fiscal Systems and Consulting Unit (FSCU). Reports may be submitted electronically to: FSCUHotline@dof.ca.gov.Report of Accounts Outside the State Treasury, Report 14: Departments must electronically submit report through Financial Information System for California (FI\$Cal).
September 30, 2025	<ul style="list-style-type: none">Generally accepted accounting principles (GAAP) information, excluding independently audited financial statements, due to the SCO.
November 15, 2025	<ul style="list-style-type: none">Independently audited financial statements due to the SCO. If the final statements are not available by November 15, a draft can be submitted on November 15, with the final statements submitted by November 30.
IMPORTANT NOTE: After submitting year-end financial reports to SCO, past year fund balance reconciliation packages must be submitted to Finance on a flow-basis, beginning early September. Additional past year fund balance reconciliation deadlines and deliverables will be provided through a subsequent Finance Budget Letter at a later date.	

Reconciliation and Reporting Requirements

Monthly reconciliations and year-end financial reports requirements are provided in Finance training courses, State Administrative Manual (SAM) Sections 7900 et seq., and the SCO's Year-End Financial Reports Information manuals. Departments should attend training and review these requirements to minimize reconciliation and reporting problems. Departments must develop a year-end work plan. Work plans are an essential tool in planning and monitoring financial activities to ensure the timely completion of monthly reconciliations and year-end financial reports.

Timely and accurate financial reporting is essential for the state to fulfill its statutory responsibilities and maintain financial integrity. The state's goal is to restore timely and accurate reporting by publishing the fiscal year 2024-25 Annual Comprehensive Financial Report (ACFR) in March 2026. Meeting the year-end reporting deadlines and deliverables allows the state to maintain their goals for a timely ACFR, ensures compliance with the Single Audit Act and bond disclosure requirements, and keeps departments aligned with SAM Section 7901.

SCO may withhold any or all operating funds from a department that fails to submit complete and accurate financial reports to the SCO within 20 days from the above due dates, as authorized by Government Code section 12461.2.

Accounting Training

Finance is responsible for setting statewide accounting policies and providing fiscal and accounting training, advice and consulting services to state departments.

Finance provides accounting training to aid departments in maintaining compliance with reconciliation and financial reporting requirements. Finance training instills a focus on accounting policies and principles and provides a greater understanding of business processes related to month-end and year-end activities.

Finance conducts Month-End and Year-End Training classes for departments using FISCAL. Training class schedules and registration will be announced through e-mail. To receive e-mail notification of Finance's training, subscribe to the FISCAL Resources for Accounting mailing list here: <https://dof.ca.gov/department-mailing-lists/>

Departments can readily access training materials from prior training classes and eLearning courses on the Finance Accounting webpage at:
<https://dof.ca.gov/accounting/fiscal-resources-for-accounting/>

Consistency between Governor's Budget and Year-End Financial Reports

Government Code section 12460 requires information in the SCO's Budgetary/Legal Basis Annual Report to account for funds on the same basis as that of the applicable Governor's Budget and Budget Act. Government Code section 13344 requires state departments to prepare and maintain financial and accounting data for inclusion in the Governor's Budget, Budget Act and related documents, and the Budgetary/Legal Basis Annual Report described in Government Code section 12460, according to the methods and bases provided in regulations, budget letters, and other directives of Finance. The SCO's Budgetary/Legal Basis Annual Report reflects a culmination of information submitted by departments. It is critical that departments submit year-end financial reports to the SCO by the deadlines prescribed reflecting correct and reconciled information.

As specified in SAM Section 6400, it is important that fund balance, revenues, expenditures, and other data included in the past year's presentation of the Governor's Budget reconciles with similar data published in the SCO's Budgetary/Legal Basis Annual Report. Therefore, departments must ensure data included in the budget documents reconcile with year-end financial reports. In very limited circumstances, there may be differences between the amounts in the Governor's Budget and the year-end financial reports (e.g., pending budget decisions or legislation).

Departments must adhere to the deadlines prescribed by Finance and work with their respective Finance Budget Analyst to ensure accurate and timely submittal of the fund balance reconciliation information to Finance.

If you have questions regarding this BL or require assistance with accounting processes and policies, please contact the FSCU Hotline at (916) 324-0385 or e-mail: FSCUHotline@dof.ca.gov.

/s/ Thomas Todd

Thomas Todd
Program Budget Manager