

Purpose

The Year-End Report No. 8, Post-Closing Trial Balance, lists the general ledger account balances for real accounts, including accruals and adjustments, after the nominal accounts have been closed to fund balance.

Report No. 8 is required for each fund in the State Treasury (including the Special Deposit Fund) and trust fund accounts outside the State Treasury.

The State Controller's Office (SCO) will refer to Report No. 8 and its supporting documentation to obtain additional information that may help resolve any Report No. 7 discrepancies. FI\$Cal departments shall submit system-generated PDF Report No. 8 in the fund's year-end financial reports package submission to SCO.

Reference Documents

- SAM Section [7962](#)
- Report No. 2, Accrual Worksheet
- Report No. 7, Pre-Closing Trial Balance (BUDLEGAL)
- Report No. 9, Analysis of Change in Fund Balance (BUDLEGAL)
- Report No. 15, Reconciliation of Agency Accounts with Transactions per State Controller
- Report No. 20, Statement of Financial Condition (BUDLEGAL)
- SCO Year-End Financial Reports Procedure Manual (Budgetary/Legal Basis)
- Year-End Financial Reports Checklist

How to Prepare

To generate the report, follow the steps in Job Aid FISCal.229 – Year End Report 8 - Post-Closing Trial Balance Report. Below is a summary of the criteria for running the report.

- **Navigation:** Main Menu → FI\$Cal Processes → FI\$Cal Report → GL Reports → Post-Closing Trial Balance
- **Report Request Parameters:** Business Unit, Fund Tree, Fund Node, Ledger (BUDLEGAL), and As of Date (06/30/20XX)
- **Process Scheduler Request:** Description (Post Closing Trial Balance) and Format (PDF)
- Where SCO requires a consolidated Report No. 8 for funds with sub-funds, ensure **Roll Up to Parent Fund** is selected for all the sub-fund amounts to be rolled up and displayed at the parent fund level.

Samples of Report No. 8 Governmental and Non-Governmental Cost Funds (NGCF) are shown in the illustrations below:

[Illustration 1 – Governmental/General Fund](#)

[Illustration 2 – NGCF/Working Capital and Revolving Funds](#)

[Illustration 3 – NGCF/Trust and Agency Funds – Federal](#)

[Illustration 4 – NGCF/Trust and Agency Funds – Non-Federal \(Parent Fund Level\)](#)

Report Preparation Guide
Year-End Report No. 8 – Post-Closing Trial Balance

Illustration 1 – Governmental/General Fund

<p>REPORT 8 - POST-CLOSING TRIAL BALANCE Department of Training - 1234 Fund 0001 Fiscal Year 20XX-XX As of 06/30/20XX</p>
--

Business Unit: 1234 - Department of Training
Fund: 2 0001 - General Fund
Subfund:

Report ID:	RPTGL069
Run Date:	8/15/20XX
Run Time:	13:19:36
Adjustment Period:	998
Ledger:	BUDLEGAL

4	GLAN	ACCOUNT TITLE	DEBITS	CREDITS
	1110	General Cash - CTS Accounts	638,758.45	
	1130	Revolving Fund Cash	189,970.16	
	1190	Cash on Hand	100.00	
	1311	AR - Abatements	13,600.75	
	1312	AR - Reimbursements	257,853.25	
	1313	AR - Revenue	3,050.00	
	1319	AR - Other	5,174.29	
	1410	Due From Other Funds	4,222,339.07	
5	1420	Due From Approps - Same Fund	7,461,253.64	
	1600	Provision For Deferred AR		10,174.29
	1710	Expense Advances	4,248.54	
	1730	Prepay to Other Funds/Approps	500,617.99	
	3010	Accounts Payable		1,127,583.32
	3114	Due to Other Funds		23,938.12
	3115	Due to Other Appropriations		7,246,894.00
	3730	Uncleared Collections		90.00
	5330	Reserve-Prepaid Items		450,000.00
	5570	7 Fund Balance - Clearing		4,438,286.41
	Fund	0001	13,296,966.14	13,296,966.14

8

Report Preparation Guide

Year-End Report No. 8 – Post-Closing Trial Balance

Illustration 2 – NGCF/Working Capital and Revolving Funds

REPORT 8 - POST-CLOSING TRIAL BALANCE Department of Training - 1234 Fund 0687 Fiscal Year 20XX-XX As of 06/30/20XX

Business Unit: 1234 - Department of Training
Fund: 2 0687 - Donated Food Revolving
Subfund:

Report ID:	RPTGL069
Run Date:	8/15/20XX
Run Time:	13:19:36
Adjustment Period:	998
Ledger:	BUDLEGAL

4	GLAN	ACCOUNT TITLE	DEBITS	CREDITS
	1140	6 Cash in State Treasury		347.14 * (1)
	1210	SMIF Deposits	6,066,000.00	
	1313	AR - Revenue	14,677.50	
	1319	AR - Other	121,350.22	
	1410	Due From Other Funds	2,911,984.60	
	1540	Due From School Districts	104,884.10	
	1590	Due From Other Govt Entities	6,717.90	
	1600	Provision For Deferred AR		126,363.57
5	2341	Equipment	2,931,626.73	
	2349	Accum Depr - Equipment		1,725,975.86
	2416	Rights Leased Bldgs-Amortiz	21,702,691.39	
	2496	Acc Amortiz-Rights Leased Bldg		2,183,141.03
	3010	Accounts Payable		1,505,550.55
	3114	Due to Other Funds		33,449.98
	3220	Due to Local Government		19,099.23
	3290	Due to Other Govt Entities		22,458.27
	4700	Other Noncurrent Liabilities		19,441,435.54
	5540	7 Retained Earnings		8,802,682.84
	65	5 & 6 Unapp InterUnit Transfers	571.57	(1)
Fund	0687		33,860,504.01	33,860,504.01

(1) GL 65 (Unapp InterUnit Transfers) is equivalent to GL 1140 (Cash in State Treasury). The sum of GL 65 and GL 1140 is a normal debit balance of \$224.43.

Report Preparation Guide
Year-End Report No. 8 – Post-Closing Trial Balance

Illustration 3 – NGCF/Trust and Agency Funds – Federal

<p>REPORT 8 - POST-CLOSING TRIAL BALANCE Department of Training - 1234 Fund 0890 Fiscal Year 20XX-XX As of 06/30/20XX</p>
--

Business Unit: 1234 - Department of Training
Fund: 2 0890 - Federal Trust Fund
Subfund:

Report ID:	RPTGL069
Run Date:	8/15/20XX
Run Time:	13:19:36
Adjustment Period:	998
Ledger:	BUDLEGAL

4	GLAN	ACCOUNT TITLE	DEBITS	CREDITS
	1140	6 Cash in State Treasury	2,181,203.51	
	1319	AR - Other	21,544,450.97	
	1380	Contingent Receivables	3,097,260.41	
	1510	Due From Federal Government	12,371,246,651.26	
	1600	Provision For Deferred AR		24,641,711.38
	1750	Prepay to Nongovt Entities	112,952.35	
5	3010	Accounts Payable		222,760,949.00
	3114	Due to Other Funds		133,521,772.08
	3210	Due to Federal Government		547,932.40
	3220	Due to Local Government		12,009,785,788.30
	3290	Due to Other Govt Entities		11,020,684.50
	5330	Reserve - Prepaid Items		112,952.35
	65	6 Unapp InterUnit Transfers	4,209,271.51	

Fund	0890		12,402,391,790.01	12,402,391,790.01
-------------	------	--	-------------------	-------------------

8

Report Preparation Guide
Year-End Report No. 8 – Post-Closing Trial Balance

Illustration 4 – NGCF/Trust and Agency Funds – Non-Federal (Parent Fund Level)

<p>REPORT 8 - POST-CLOSING TRIAL BALANCE Department of Training - 1234 Fund 0942 Fiscal Year 20XX-XX As of 06/30/20XX</p>
--

Business Unit: 1234 - Department of Training
Fund: 2 0942 - Special Deposit Fund
Subfund:

Report ID:	RPTGL069
Run Date:	8/15/20XX
Run Time:	13:19:36
Adjustment Period:	998
Ledger:	BUDLEGAL

GLAN	ACCOUNT TITLE	DEBITS	CREDITS
1140	6 Cash in State Treasury	73,421.42	
1210	SMIF Deposits	5,118,000.00	
1319	AR - Other	1,040.00	
1410	Due From Other Funds	270,768.19	
1600	Provision For Deferred AR		1,040.00
5 2720	Secu & Oth Prope Held in Trust	15,263.00	
3010	Accounts Payable		216,523.58
3114	Due to Other Funds		27,655.17
3220	Due to Local Government		7,499.00
3290	Due to Other Govt Entities		3,303.48
3510	Deposits - General		15,263.00
5530	7 Fund Balance - Unappropriated		7,038,252.33
65	5 & 6 Unapp InterUnit Transfers	1,831,043.95	
Fund	0942	7,309,536.56	7,309,536.56

8

Report Preparation Guide Year-End Report No. 8 – Post-Closing Trial Balance

How to Validate

The references below correspond to the numbered fields on Illustrations 1 to 4.

1	Review the report header information. The 'As of Date' must be June 30, 20XX.
2	Validate the business unit, department name, fund number, and fund title.
3	Report ID (RPTGL069), Adjustment Period (998), and Ledger (BUDLEGAL).
4	'GLAN' is at the lowest level of the Uniform Codes Manual, Legacy General Ledger Account Codes .
5	Asset, liability, and reserves for assets account amounts agree with Report Nos. 7 and 20 for non-shared non-governmental cost funds. Note: Reserve for Prepaid Items (GL 5330) - This account segregates a portion of the fund balance to show that prepaid items do not represent available spending resources even though they are a component of net current assets. See SAM Sections 7640 and 10460.
6	Cash in State Treasury (GL 1140) for shared funds will close out to Fund Balance – Clearing (GL 5570) and not appear on Report No. 8. GL 1140 and Unappropriated InterUnit Cash Transfers (GL 65) will appear on Report No. 8 for non-shared funds. The GL 65 balance represents cash carry-forward from Fiscal Year 2019-20. The combined balance amounts of GL 1140 and GL 65 should have a debit balance and agree with the ending balance of GL 1140 displayed on the SCO Fund Reconciliation. For the Federal Trust Fund, the combined balance amounts of GL 1140 and GL 65 must equal the total appropriation control 'C' accounts and grant (1944) 'C' accounts from the SCO/Agency Reconciliation.
7	There should only be one of the following Fund Balance accounts on the report: <ul style="list-style-type: none"> • GL 5530 - Fund Balance-Unappropriated (non-shared fund). <ul style="list-style-type: none"> ○ The normal fund balance should be zero or credit. ○ For the Federal Trust Fund, the fund balance must be zero. • GL 5540 - Retained Earnings (non-shared Proprietary Fund) • GL 5570 - Fund Balance-Clearing (shared fund) Note: Contact Fi\$Cal Service Center (FSC) for correction when more than one Fund Balance account is posted.
8	Total debits equal total credits.

Report Preparation Guide

Year-End Report No. 8 – Post-Closing Trial Balance

Abnormal Balance(s) Explanation Required:

Explain any abnormal GL account balance with an asterisk (*) generated on Report No. 8 for all fund types as a footnote on the report or on a separate sheet of paper as an attachment.

The following are examples of abnormal balances:

- Asset accounts with credit balances.
- Contra asset accounts with debit balances.
- Liability accounts with debit balances.
- Reserves for asset accounts with debit balances.

Important Notes/Tips

- Bond Funds with multiple sub-funds require a consolidated and separate Report No. 8 for each sub-fund. Special Deposit Funds require only consolidated Report No. 8 for all sub-funds. Refer to the SCO YE Financial Reports Procedure Manual for sample Certification Letters.
- Fund balance is the excess of assets over liabilities. Usually, the ending fund balance on Report No. 8 should be either zero or a credit balance.
 - If Fund Balance -Unappropriated (GL 5530) and Retained Earnings (GL 5540) in a non-shared fund is a debit amount, a footnote explanation is required.
 - If Fund Balance-Clearing (GL 5570) in a shared fund is a debit amount, SCO does not require a footnote explanation.
- Use Report No. 8 to prepare Report No. 2 and validate that each column total of Report No. 2 equals the corresponding GL Accounts on Report No. 8.
- For shared funds, the 'Net Total Accruals' on Report No. 2 agrees with Fund Balance – Clearing (GL 5570) amount (opposite sign) on Report No. 8. Note: GL 5570 will differ by the Revenue/Reimbursements Received in Advance – Current (GLs 34XX) and Uncleared Collections (GL 3730) amount remitted to SCO.

OR

For non-shared funds:

GL 1140
+ GL 1210
+ GLs 34XX (remitted to SCO)
+ GL 3730 (remitted to SCO)
<u>+ GL 5530</u>
= Report 2 Total (opposite sign)

- For shared funds, the total of the 'Apply Current Year Accruals' column on Report No. 15 agrees with the Fund Balance – Clearing (GL 5570) amount (same sign) on Report No. 8.
- The ending fund balance on Report No. 9 agrees with the fund balance (opposite sign) on Report No. 8.
- The 'Total Fund Equity' on Report No. 20 agrees with the fund balance (opposite sign) on Report No. 8.