

## Deposits in Surplus Money Investment Fund Account Reconciliation

**Purpose:** To reconcile Deposits in Surplus Money Investment Fund (SMIF) balance in the fund administrator's records against the General Ledger (GL) 1210 balance maintained by the State Controller's Office (SCO). See the State Administrative Manual Section [7921](#) for more information.

### **Reports/Queries for Reconciliation:**

- SCO Fund Reconciliation Report
- Trial Balance Report (ZGL061)
- DFQ\_GL\_01\_JOURNAL\_DETAIL

### **Reconciliation Steps:**

*This is a Deposits in Surplus Money Investment Fund Account Reconciliation example for September (period 3).*

1. Complete the **SCO FUND RECONCILIATION REPORT (GL 1210)** section:
  - a. Enter GL 1210, **Fiscal Year (FY) Beginning Balance**, from the July (period 1) SCO Fund Reconciliation Report. See Attachments 1 and 2.
  - b. Enter the **Year-to-Date (YTD) Activity** amount. This is a calculation of each period's total DEBITS and CREDITS columns for the current fiscal year up to and including the current reconciling period (example: P1 Dr - P1 Cr + P2 Dr - P2 Cr + P3 Dr - P3 Cr, etc.). For subsequent periods, copy the information from the previous month and add the current reconciling month's total debit and credit amounts.
  - c. Verify the **Ending Balance** amount. This formulated total should match period 3 Ending Balance on the SCO Fund Reconciliation Report. See Attachments 1 and 2.
2. Complete the **TRIAL BALANCE REPORT (BUDLEGAL)** section:
  - a. Run the FI\$Cal Trial Balance Report (ZGL061) for the fund administrator BU and BUDLEGAL ledger. Then, enter the **FY Beginning Balance** for accounts 1120000 and 1120100. See Attachments 1 and 3.
  - b. Using the same report, enter the **YTD Activity** amount by calculating the net total DEBITS and CREDITS columns of account 1120100. See Attachments 1 and 3.
  - c. Account 1120000 should not have any activities after 6/30/2020.
  - d. Verify the **Ending Balance** amount for each account. This formulated total should match period 3 ending balance on the FI\$Cal Trial Balance.
3. Confirm zero amount on the **VARIANCE** line or continue to step 4 to research the **Reconciling Items**.

4. Research the **Reconciling Items** if there is a variance between the ending balance per SCO and the ending balance per department's records.

Possible reasons for the reconciling amount include:

- a. Reconciling items from the prior month that remain outstanding.
  - o Review the prior month's reconciliation worksheet and research to determine if any of the reconciling items are still outstanding.
- b. Discrepancies between SCO and FI\$Cal transactions:
  - o Run the DFQ\_GL\_01\_JOURNAL\_DETAIL query for the fund administrator BU for the current reconciling period, Journal Source CRJ.
  - o Compare the amount reclassified to account 1120100 from the above step with the total debit and credit amounts of GL 1210 on the corresponding period's SCO Fund Reconciliation Report. If there is a difference, contact the FI\$Cal Service Center to resolve the issue.

**Note:** there are no reconciling items in this example.

# Attachment 1

**DEPOSITS IN SURPLUS MONEY INVESTMENT FUND ACCOUNT RECONCILIATION**  
 For Period Ending 09/30/2023 (Period 3)

Fund Number: 1234

Fund Administrator BU: 4321

	FY Beginning Balance	YTD Activity	Ending Balance
<b>SCO FUND RECONCILIATION REPORT (GL 1210):</b> <span style="float: right;">1</span>			
Balance per SCO	1A 1,942,000.00	1B (312,000.00)	1,630,000.00
<b>Reconciling Items:</b>			
<b>TOTAL SCO BALANCE</b>	<b>1,942,000.00</b>	<b>(312,000.00)</b>	<b>1C 1,630,000.00</b>
<b>TRIAL BALANCE REPORT (BUDLEGAL):</b> <span style="float: right;">2</span>			
Account 1120000	2A 1,337,000.00	2C 0.00	2D 1,337,000.00
Account 1120100	605,000.00	2B (312,000.00)	293,000.00
<b>Balance per Department's Records</b>	<b>1,942,000.00</b>	<b>(312,000.00)</b>	<b>1,630,000.00</b>
<b>Reconciling Items:</b> <span style="float: right;">4</span>			
<b>TOTAL ADJUSTED DEPARTMENT'S BALANCE</b>	<b>1,942,000.00</b>	<b>(312,000.00)</b>	<b>1,630,000.00</b>
<b>VARIANCE</b>			<b>3 0.00</b>

Prepared By: I.M Dunne

Date: 10/25/23

Reviewed By: Ree V.R.

Date: 10/26/23

# Attachment 2

## SCO Fund Reconciliation Reports for Periods 1, 2 and 3

MAIL CODE: 4321	STATE CONTROLLERS OFFICE	PAGE NO: 1285
REPORT NO: FC-320-35-P	FUND RECONCILIATION REPORT	PROCESS DATE: 07-31-2023
FUND: 1234000 TRAINING FUND	PERIOD ENDING 07-31-2023	

  

ACCOUNT NBR DATE	TITLE POSTING REF	-----DESCRIPTION-----	BEGIN BAL	DEBITS	CREDITS	ENDING BAL
07-03-2023	29-SMD	230703		34,000.00		
07-05-2023	29-SMC	230705			1,000.00	
07-05-2023	29-SMC	230705			62,000.00	
07-14-2023	29-SMC	230714			1,000.00	
07-14-2023	29-SMD	230714		16,000.00		
07-17-2023	29-SMC	230717			1,000.00	
07-17-2023	29-SMD	230717		1,000.00		
07-24-2023	29-SMC	230724			4,000.00	
07-25-2023	29-SMC	230725			3,000.00	
07-28-2023	29-SMC	230728			54,000.00	
1210	ACCOUNT TOTAL		1,942,000.00	51,000.00	160,000.00	1,833,000.00

1A

1B

MAIL CODE: 4321	STATE CONTROLLERS OFFICE	PAGE NO: 1248
REPORT NO: FC-320-35-P	FUND RECONCILIATION REPORT	PROCESS DATE: 08-31-2023
FUND: 1234000 TRAINING FUND	PERIOD ENDING 08-31-2023	

ACCOUNT NBR DATE	TITLE POSTING REF	-----DESCRIPTION-----	BEGIN BAL	DEBITS	CREDITS	ENDING BAL
1140	CASH IN STATE	TREASURY	435.23			
08-04-2023	29-SMD	230804			16,000.00	
08-04-2023	36-SFF0000602			9,909.00		
08-04-2023	36-SFF0000603			6,292.15		
08-09-2023	38-CLA0009339				5.52	
08-11-2023	38-CPF0102080				18.44	
08-11-2023	38-CPF0102176				51.36	
08-14-2023	37-CLO10108				107.66	
08-15-2023	29-SMC	230815		23,000.00		
08-15-2023	36-PR	2310406			23,356.00	
08-16-2023	38-CPF0114049				51.15	
08-17-2023	29-SMC	230817		1,000.00		
08-17-2023	37-CLO101117				134.57	
08-22-2023	29-SMC	230822		5,000.00		
08-22-2023	38-CPF0129677				4,799.72	
08-22-2023	48-R0438475				441.76	
08-22-2023	48-R0438536				531.30	
08-24-2023	38-CPF0139568				85.39	
08-28-2023	29-SMC	230828		2,000.00		
08-28-2023	48-R0439359				564.55	
08-28-2023	48-R0439433				653.02	
08-29-2023	29-SMC	230829		59,000.00		
08-29-2023	37-CLO10141				68,324.14	
08-29-2023	37-CLR10141		13,388.80			
08-29-2023	38-CPF0148820				4,799.72	
08-30-2023	48-R0440354				12.00	
08-31-2023	38-CPF0159996				15.21	
1140	ACCOUNT TOTAL		435.23	119,589.95	119,951.51	73.67
1210	DEPOSITS IN SMIF		1,833,000.00			
08-04-2023	29-SMD	230804		16,000.00		
08-15-2023	29-SMC	230815			23,000.00	
08-17-2023	29-SMC	230817			1,000.00	
08-22-2023	29-SMC	230822			5,000.00	
08-28-2023	29-SMC	230828			2,000.00	
08-29-2023	29-SMC	230829			59,000.00	
1210	ACCOUNT TOTAL		1,833,000.00	16,000.00	90,000.00	1,759,000.00

1B

MAIL CODE: 4321	STATE CONTROLLERS OFFICE	PAGE NO: 1133
REPORT NO: FC-320-35-P	FUND RECONCILIATION REPORT	PROCESS DATE: 09-30-2023
FUND: 1234000 TRAINING FUND	PERIOD ENDING 09-30-2023	

ACCOUNT NBR DATE	TITLE POSTING REF	-----DESCRIPTION-----	BEGIN BAL	DEBITS	CREDITS	ENDING BAL
1140	CASH IN STATE	TREASURY	73.67			
09-01-2023	48-R0440827				1.89	
09-12-2023	29-SMC	230912		1,000.00		
09-12-2023	38-CPF0182969				152.47	
09-12-2023	48-R0442027				1.89	
09-13-2023	29-SMC	230913		64,000.00		
09-13-2023	38-CLA0009712				5.70	
09-13-2023	38-JE	0005632			1,000.00	
09-13-2023	38-JE	0005633			61,500.00	
09-13-2023	38-JE	0005634			1,957.00	
09-14-2023	37-CLO10189				269.15	
09-20-2023	29-SMC	230920		2,000.00		
09-20-2023	36-SFF0001492			1,632.00		
09-20-2023	36-SFF0001493			16,558.00		
09-20-2023	36-SFF0001499				1,632.00	
09-20-2023	36-SFF0001499				18,510.00	
09-22-2023	29-SMC	230922		2,000.00		
09-22-2023	39-JUS0000315				2,090.00	
09-27-2023	29-SMC	230927		60,000.00		
09-27-2023	37-CLO10212				68,324.14	
09-27-2023	37-CLR10212		13,388.80			
09-27-2023	38-CPF0227414				4,799.72	
09-28-2023	38-CPF0233099				93.36	
09-28-2023	38-CPF0233102				14.59	
1140	ACCOUNT TOTAL		73.67	160,578.80	160,351.91	300.56
1210	DEPOSITS IN SMIF		1,759,000.00			
09-12-2023	29-SMC	230912			1,000.00	
09-13-2023	29-SMC	230913			64,000.00	
09-20-2023	29-SMC	230920			2,000.00	
09-22-2023	29-SMC	230922			2,000.00	
09-27-2023	29-SMC	230927			60,000.00	
1210	ACCOUNT TOTAL		1,759,000.00		129,000.00	1,630,000.00

1B

1C

# Attachment 3

Report ID: ZGL061

FISCAL  
DEPARTMENT OF TRAINING Trial Balance  
As Of: 09/30/23

Page No: 1

Business Unit: 4321  
Ledger: BUDLEGAL  
Fiscal Year: 2023  
Period From: 1 To Period: 3

Run Date: 10/19/2023  
Run Time 13:41:26

Fund: 1234 Training Fund

<u>ACCOUNT</u>	<u>ACCOUNT TITLE</u>	<u>BEGINNING BALANCE</u>	<u>DEBITS</u>	<u>CREDITS</u>	<u>ENDING BALANCE</u>
1101200	Revolving Fund Cash	\$ 14,809.37	\$ 2,190.63	\$ 17,000.00	\$ 0.00
1108000	BLL Cash in State Treasury	\$ 260.03	\$ 0.00	\$ 39,987.34	\$ -39,727.31
1109100	Pending Cash Transfers - GL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1109110	SCO Legacy Interface Trans	\$ 0.00	\$ 359,758.81	\$ 359,758.81	\$ 0.00
1109140	Pnd Cash Tran-BLL Contra Asset	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1110101	Intraunit Acc Acct-LD/PFA Alloc	\$ 34,391.15	\$ 20,324.85	\$ 55,887.64	\$ -1,171.64
1110110	Intraunit Pending PFA Accrual	\$ -34,391.15	\$ 34,391.15	\$ 0.00	\$ 0.00
1120000	SMIF Deposits	\$ 1,337,000.00	\$ 0.00	\$ 0.00	\$ 1,337,000.00
1120100	BLL - Deposits in SMIF	\$ 605,000.00	\$ 0.00	\$ 312,000.00	\$ 293,000.00

2A

2C

2B

2D