

## Report Preparation Guide

### Year-End Report No. 20 - Statement of Financial Condition

#### Purpose

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Report No. 20, Statement of Financial Condition, discloses the balances of the assets, liabilities, and fund equity as of June 30. Agencies/Departments must prepare Report No. 20 when they account for one of the following:

1. Non-shared Non-Governmental Cost Funds
2. Federal Trust Fund (0890)
3. Special Deposit Fund (0942)
4. Fiduciary Funds Outside the Centralized Treasury System (0990)

#### Reference Documents

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- ★ Job Aid FISCal.232 – Statement of Financial Condition
- ★ Report No. 8, Post-Closing Trial Balance
- ★ SAM Section [7979](#)
- ★ Finance Year-End Training – Presentation - Session 2, Report No. 20
- ★ [Chart of Accounts - Crosswalk](#) of Accounts to Legacy Accounts – Department Use (Finance, FISCal Resources for Accounting web page)
- ★ SCO Year-End Financial Reports Procedure Manual (Budgetary/Legal) – refer to Non-Governmental Cost Funds chapter
- ★ Year-End Reporting Checklist

#### How to Prepare

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Report No. 20 is generated in FISCal after BUDLEGAL Ledger (BLL) and year-end close process has been completed.

Follow the steps in Job Aid FISCal.232 to generate the report. Below is a summary of the criteria to run the report.

**Navigation:** Main Menu → FISCal Processes → FISCal Report → GL Reports → Statmnt of Financial Condition

**Parameters:** Business Unit, As of Date, Ledger, and Fund

## Report Preparation Guide

### How to Validate

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To validate the completeness and accuracy of Report No. 20:

- 1** - Review report header information, such as the Report Number, Report Description, Department Name, Business Unit, Fund Name, and Fund Number.
- 2** - Validate the "As of date" is the Fiscal Year that the reports are generated for.
- 3** - Validate ledger is BUDLEGAL.
- 4** - Account numbers and titles must be in Legacy Uniform Code Manual (UCM) values, except GL 65 Unapp InterUnit Transfers.
- 5** - Reconcile assets, liabilities, and fund equity account balances to Report No. 8.

### Important Notes/Tips

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- ★ For non-shared funds, the general ledger account 65 on the Report No. 20 is made up of the cumulative Cash in State Treasury amount as of 6-30-2020. It needs to be footnoted as follows: "*GL 65 (Unapp InterUnit Transfers) is equivalent to GL 1140 (Cash in State Treasury).*" This amount was closed out to GL 5570 (Fund Balance – Clearing) for shared fund in legacy system."
- ★ General ledger accounts that require a subsidiary number must be reported individually (e.g., 1400.0001 Due From General Fund).
- ★ SCO will refer to the Report No. 20 to obtain additional information that may help resolve any Report No. 7 discrepancies.

## Report Preparation Guide

For illustration purposes, below is a sample of Report No. 20-Special Deposit Fund.

<b>1</b>	<b>REPORT 20 - STATEMENT OF FINANCIAL CONDITION</b> Department of Training - 1234 Fund 0942-Special Deposit Fund						
<b>2</b>	Fiscal Year 20XX-XX As of 06/30/20XX						
<b>3</b>	Ledger-BUDLEGAL						
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><b>Subfund :</b></td> <td style="width: 20%;"><b>Run Date :</b></td> <td style="width: 20%;">8/23/20XX</td> </tr> <tr> <td></td> <td><b>Run Time :</b></td> <td>13:35 PM</td> </tr> </table>		<b>Subfund :</b>	<b>Run Date :</b>	8/23/20XX		<b>Run Time :</b>	13:35 PM
<b>Subfund :</b>	<b>Run Date :</b>	8/23/20XX					
	<b>Run Time :</b>	13:35 PM					
<b>Assets</b>							
<u>Account</u>	<u>Account Title</u>	<u>Balance</u>					
<b>4</b>	*65 Unapp InterUnit Transfers 1110 General Cash - CTS Accounts 1210 SMIF Deposits 1311 AR - Abatements 1410 Due from Other Funds	1,381.19 122,916.43 7,605,000.00 42.78 115,322.90					
<b>Total Assets</b>		7,844,663.30					
<b>Liabilities &amp; Fund Equity</b>							
<u>Account</u>	<u>Account Title</u>	<u>Balance</u>					
<b>5</b>	3010 Accounts Payable 3114 Due to Other Funds - Current 3115 Due to Other Appropriations- Same Fund 3290 Due to Other Govt Entitites 5530 Fund Balance - Unappropriated	262,569.70 68,250.68 41,993.16 56,121.62 7,415,728.14					
<b>Total Liabilities</b>		428,935.16					
<b>Total Fund Equity</b>		7,415,728.14					
<b>Total Liabilities &amp; Fund Equity</b>		7,844,663.30					
(1) GL 65 (Unappropriated InterUnit Transfers) is equivalent to GL 1140 (Cash in State Treasury). This amount was closed out to GL 5570 (Fund Balance - Clearing) for shared fund in legacy system.							

Report Preparation Guide

For illustration purposes, below is a sample of Report No. 8 use to reconcile to Report No. 20.

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

<b>Business Unit:</b> 1234- Department of Training	<b>Report ID:</b> RPTGL069
<b>Fund:</b> 0942- Special Deposit Fund	<b>Run Date:</b> 8/23/20XX
<b>Subfund:</b>	<b>Run Time:</b> 15:26:38
	<b>Adjustment Period:</b> 998
	<b>Ledger:</b> BUDLEGAL

GLAN	ACCOUNT TITLE	DEBITS	CREDITS
1110	General Cash - CTS Accounts	122,916.43	
1210	SMIF Deposits	7,605,000.00	
1311	AR- Abatements	42.78	
1410	Due from Other Funds	115,322.90	
3010	Account Payable		262,569.70
3114	Due to Other Funds- Current		68,250.68
3115	Due to Other Approps- Same Fund		41,993.16
3290	Due to Other Govt Entitites		56,121.62
5530	Fund Balance - Clearing		7,415,728.14
*65	Unapp InterUnit Transfers	1,381.19	

*Tie Points to  
Report No. 20*

<b>Fund</b>	<b>0942</b>	7,844,663.30	7,844,663.30
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(1) GL 65 (Unappropriated InterUnit Transfers) is equivalent to GL 1140 (Cash in State Treasury).  
 This amount was closed out to GL 5570 (Fund Balance - Clearing) for shared fund in legacy system.