

## Year-End Report No. 22 - Statement of Contingent Liabilities

### Purpose

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Report No. 22, Statement of Contingent Liabilities is used to report all contingent liabilities not accrued by agencies/departments.

### Reference Documents

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- \* SAM Section [7980](#)
- \* [Finance Year-End Training – Presentation - Session 2](#), Report No. 22
- \* SCO Year-End Financial Reports Procedure Manual (Budgetary/Legal)
- \* [Chart of Accounts – Crosswalk](#) of Accounts to Legacy Accounts – Department Use (Finance, FI\$Cal Resources for Accounting web page)
- \* Year-End Reporting Checklist

### How to Prepare

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- Report No. 22 is an input document that is manually prepared by agencies/departments.
- The State of Contingent Liabilities information is provided by the agency's/department's legal, audit, and personnel offices.
- Report No. 22 must include contingencies for federal audit exceptions, other audit exceptions, and pending litigation.
- Contingent liabilities are not recorded in FI\$Cal but must be shown on Report No. 22.
- A Report No. 22 is required for all funds. If there are no contingent liabilities, indicate on the Certification Letter "no activity to report."

### How to Validate

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- Validate the Report As of Date (e.g., June 30, 20XX)
- Validate the Agency/Department Name and Business Unit Number
- Validate the Type of Contingent Liability (liability description)
- Validate Estimated Amount
- Validate the Estimated Date of Payment (By Fiscal Year)

## Report Preparation Guide

For illustration purposes, below is a Report No. 22 sample.

<b>REPORT NO. 22 - STATEMENT OF CONTINGENT LIABILITIES</b> <b>DEPARTMENT OF TRAINING - 1234</b> <b>FUND 4321</b> <b>AS OF JUNE 30 , 20XX</b>				
Prepared by:	<u>U.R. Dunne</u>			
Telephone number:	<u>916-123-4567</u>			
Type of Contingent Liability	Reference or Identification	Estimated Amount	Estimated Date of Payment	Comments
Alleged overpayment of fees	1	\$ 2,000,000.00	FY 2021-22	Settlement Pending
Damages for alleged Discrimination	2	\$ 1,500,000.00	FY 2021-22	Settlement Pending
Attorney's Fees	3	\$ 1,000,000.00	FY 2022-23	Settlement Pending
Attorney's Fees	3	\$ 1,500,000.00	FY 2022-23	Settlement Pending
<p>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).</p> <p>Subscribed and executed this ____ day of _____, 20__ at _____, CALIFORNIA.</p> <div style="text-align: right; margin-top: 20px;"> <p>_____</p> <p>Signature of Officer</p> <p>_____</p> <p>Type or print name of Officer</p> <p>_____</p> <p>Title of Officer</p> </div>				