**Memorandum**

Date: October xx, 2023

To: Department of Finance

 John Smith, Finance Budget Analyst

Unit Name

 915 L Street

 Sacramento, CA 95814

From: **Department Name (Org Number)**

 **Prepared by: Department Name (Org Number)**

 111 Oak Street

 Sacramento, CA 95814

 Name, Title, email address

Subject: FUND BALANCE RECONCILIATION PACKET FOR 2024-25 GOVERNOR’S BUDGET

 (PAST YEAR PORTION)

The following documents for the preparation of the past year portion of the 2024-25 Governor’s Budget are enclosed:

**FUND NAME (FUND NUMBER)**

For Non-Shared Funds:

* A copy of this cover memo.
* DF-117, Certification of Past and Prior Year Information.
* DF-303 Detailed Fund Balance Report for the fiscal year ended June 30, 2023.
* Supporting year-end financial reports for the fiscal year ended June 30, 2023. Data has been clearly annotated to the DF-303 Detailed Fund Balance Report.
* Fund Condition Statement (past year portion).
* Hyperion Past Year Reports showing Hyperion entries result in expenditures and revenues matching DF-303.

For Shared Funds:

* A copy of this cover memo.
* DF-117, Certification of Past and Prior Year Information (for fund administrator).
* Consolidated Detailed Fund Balance Worksheet for the fiscal year ended June 30, 2023.
* DF-117, Certification of Past and Prior Year Information (for fund users).
* DF-303 Detailed Fund Balance Report for the fiscal year ended June 30, 2023 (for fund users and fund administrator).
* Supporting year-end financial reports for the fiscal year ended June 30, 2023. Data has been clearly annotated to the DF-303 Detailed Fund Balance Report.
* Fund Condition Statement (past year portion).

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Signature of Department Head or Designee

Designee may be delegated down one level, such as Chief Deputy Director, only