

## **Departments Report of Past Year Information to the Department of Finance and the State Controller's Office**

1. July and August—Year-end financial statements due from departments to the State Controller's Office (SCO).
2. August—Past year expenditures due from departments to the Department of Finance (Finance). Information must be consistent with year-end financial statements submitted to the SCO.
3. September— Past year revenues due from departments to Finance. Information must be consistent with year-end financial statements submitted to the SCO.
4. Mid to late fall—Prior year adjustment for fund condition statements from departments to Finance. Information must be consistent with year-end financial statements submitted to the SCO.
5. Late fall—SCO provides past year General Fund information to Finance. Finance reconciles General Fund. Designated fund administrators of special funds are responsible for managing and administering these funds. These departments reconciled special funds.
6. January 10—Governor's Budget is released.
7. April or May—SCO releases Budgetary/Legal Basis Annual Report. Fund balances of all funds are available to Finance.

## Past Year Information—Training and Audits

1. Spring and Fall—Department of Finance (Finance) provides two 16-week governmental accounting course for departmental accountants. Course covers year-end financial statement preparation.
2. Spring—Finance provides year-end financial statement preparation training for accountants in CALSTARS <sup>1/</sup> departments.
3. Spring—State Controller's office (SCO) issues written instructions to departments on preparation and submittal of year-end financial statements to SCO.
4. August and September—Finance provides technical training to departmental budget staff to prepare budget documents including fund condition statements.
5. Year round—Finance and SCO provide assistance and consultation to departments on accounting and budgeting issues. Finance maintains portions of State Administrative Manual and the State Fund Manual which provide guidance to departments on certain accounting and budgeting procedures.
6. Year round, as needed—Departments conduct internal audits.

<sup>1/</sup> A statewide accounting system maintained by Finance and used by most state departments.