



**BETTY T. YEE**  
**California State Controller**  
Division of Accounting and Reporting

August 7, 2015

Dear City Fiscal Officer:

This letter provides information regarding the 2014-15 Cities Financial Transactions Report (FTR). Government Code (GC) section 53891 requires the financial transactions of each local agency to be submitted to the State Controller's Office (SCO) within 90 days after the close of the fiscal year or within 110 days if filed electronically.

**The financial reports are due September 28, 2015. If filing electronically, the due date is October 19, 2015.** Please submit the following documents:

- Financial Transactions Report
- U.S. Bureau of Census survey form
- Government Compensation in California (GCC) Report
  - Information regarding the 2014 GCC Report was mailed in June 2015

Please visit [www.sco.ca.gov/ard\\_locinstr\\_cities\\_forms.html](http://www.sco.ca.gov/ard_locinstr_cities_forms.html) for the electronic reporting program, as well as paper reporting forms, instructions and information. Local Government Reporting staff is available if you need assistance with downloading the electronic program.

**Reporting of Housing Assets/Functions of Dissolved Redevelopment Agencies**

**Include:**

- Any housing assets/functions transferred to the city due to the dissolution of a redevelopment agency (RDA)
- Any housing assets/functions that were transferred to the city and not reported in prior years, as a prior year adjustment on the Consolidated Statement form, along with a footnote

**Reporting of Successor Agency Transactions**

**Exclude:**

- Successor Agency transactions

City Fiscal Officer

August 7, 2015

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Please note that in accordance with GC section 12464, if the reports are not completed in the time, form, and manner required or there is reason to believe that a report is false, incomplete, or incorrect, the SCO is authorized to make an investigation to obtain the information required. Any costs incurred by the SCO shall be borne by the city.

In addition, GC section 40804 requires each city to publish a summary of the city's FTR in a form prescribed by the SCO. Please use the "Consolidated Statement of Revenues, Expenditures, and Changes in Fund Balance/Working Capital" form of the FTR filed with this office for that purpose.

If you have any questions or need assistance with downloading the electronic program, please contact the Local Government Reporting Section at [LGRsupport@sco.ca.gov](mailto:LGRsupport@sco.ca.gov) or (916) 322-9672, or contact Thi Dinh at [tdinh@sco.ca.gov](mailto:tdinh@sco.ca.gov) or (916) 322-8390.

Sincerely,

*(Original signed by)*

RENEE HSZIEH, Manager  
Local Government Reporting Section