

MENTAL HEALTH TRUST FUND INSTRUCTIONS

Instructions for the 2009-10 Fiscal Year.

- ◆ Reports must be returned by **January 18, 2011**, to the State Controller's Office, Division of Accounting and Reporting, Local Apportionments Section, P.O. Box 942850, Sacramento, CA 94250.
- ◆ Reports are to be signed by the Director of Mental Health and the County/City Auditor-Controller.
- ◆ Report 2009-10 fiscal year deposits made August 2009 through July 2010 for Vehicle License Fees, and September 2009 through August 2010 for Sales Tax.
- ◆ Refer to the remittance advice received with your payments and reconcile with the payment amounts available on the State Controller's Office Website, WWW.SCO.CA.GOV. Call John Herzer @ 916-324-8361 for help.
- ◆ **Do not enter amounts in gray areas.**

Deposits

1. Sales tax
 - a. Allocation/Interest
W & I Code Sec. 17601
In the columns titled "1st - 4th Qtr," and "July and August 2010," enter the total of amounts allocated September 25, 2009, through June 25, 2010, and July and August 2010, respectively.
 - b. Less: State Hospital Offset
W & I Code Sec. 17601
In the column titled "1st - 4th Qtr," enter the State Hospital Service contract offset amounts from September 25, 2009, through June 25, 2010. In the column titled "July and August 2010," enter the total of State Hospital Contract offset amounts for July and August, 2010.
Note: Counties making direct payments should enter -0- and refer to line 6.
 - c. Less: Managed Care Offset
In the column titled "1st - 4th Qtr," enter the total of Managed Care Program offset amounts from September 25, 2009, through June 25, 2010. In the column titled "July and August 2010," enter the total of Managed Care Program offset amounts for July and August, 2010.
 - d. State Hospital Adjustments
In the column titled "1st - 4th Qtr," enter the total of 2009-10 State Hospital Adjustments from September 25, 2009, through June 25, 2010. Include State Hospital adjustments, revisions, Schedule B adjustment amounts, and Excess Use offsets.
 - e. Total Sales Tax Revenue
Enter the total of lines 1a, 1b, 1c, and 1d.
2. County/City Matching Funds
 - a. Mental Health Match
W & I Code Sec. 17608.05
In the column titled "1st - 4th Qtr," enter the total amount of local matching funds deposited from September 25, 2009, through June 25, 2010 based on the schedule developed by the State Department of Mental Health. In column titled "July and August 2010," enter the total amount of local matching funds deposited in July and August 2010.
 - b. Vehicle License Fees (VLF)
Annual Base
In the column titled "1st - 4th Qtr," enter the total of amounts allocated August 27, 2009, through June 25, 2010. In the column titled "July and August 2010" enter the amounts deposited July 2010.
 - c. Vehicle License Collection
Account Fees
In the column titled "1st - 4th Qtr," enter the total of amounts allocated August 27, 2009, through June 25, 2010.
 - d. Total Matching Funds
Enter the total of lines 2a, 2b, and 2c.
3. Other (identify)
Enter and identify all miscellaneous deposits.
4. Total Funds Deposited
Enter total of lines 1e, 2d and 3.

Disbursements

5. Transfer to Operating Funds
Enter the total amounts transferred to other funds for spending purposes.
6. Other (identify)
Enter and identify any other disbursements made during the fiscal year.
7. Total Funds Disbursed
Enter the total of lines 5 and 6.

Transfers

8. Transfers In (Out) to Other
Trust Funds
Enter the Transfers In (Out) between trust fund accounts.

HEALTH TRUST FUND INSTRUCTIONS

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- ◆ Reports are to be signed by the Director of Health and the County/City Auditor-Controller.
- ◆ Report 2009-10 fiscal year deposits made August 2009 through July 2010 for Vehicle License Fees, and September 2009 through August 2010 for Sales Tax.
- ◆ Refer to the remittance advice received with your payments and reconcile with the payment amounts available on the State Controller's Office Website, WWW.SCO.CA.GOV. Call John Herzer @ 916-324-8361 for help.
- ◆ **Do not enter amounts in gray areas.**

Deposits

1. Sales tax
 - a. Allocation/Interest In the columns titled "1st – 4th Qtr," and "July and August 2010" enter the total of the amounts allocated September 25, 2009, through June 25, 2010, and July and August 2010, respectively.
 - b. Less: CMSP Offset In the column titled "1st - 4th Qtr," enter the total amount of the County Medical Service Program (CMSP) offsets from September 25, 2009, through June 25, 2010.
 - c. Total Sales Tax Revenue Enter the total of lines 1a, and 1b.
2. County/City Matching Funds
 - a. Health Match In the columns titled "1st – 4th Qtr," and "July and August 2010," enter the Matching funds deposited from September 25, 2009 through June 25, 2010, and July and August 2010, respectively. These amounts are based on the schedule shown in W & I Code Sec. 17608.10.
 - b. Vehicle License Fee
 - i. Allocation/Interest In the columns titled "1st – 4th Qtr," "July and August 2010" enter the total of the amounts allocated August 27, 2009, through June 25, 2010, and July 2010, respectively.
 - ii. Less: CMSP Offset In column titled "1st – 4th Qtr," enter the total amount of the CMSP offsets from August 27, 2009, through June 25, 2010.
 - c. Total Matching Funds Enter the total of lines 2a through 2b(ii).
3. Other (identify) Enter and identify all miscellaneous deposits.
4. Total Funds Deposited Enter the total of lines 1c, 2c, and 3.

Disbursements

5. Transfers to Operating Funds Enter the total amounts transferred to other funds for spending purposes.
6. CMSP Payments Enter the total of CMSP payment amounts from counties/cities making direct payments to the Department of Health Services.
7. Other (identify) Enter and identify any other disbursements made during the fiscal year.
8. Total Funds Disbursed Enter the total of lines 5, 6, and 7.

Transfers

9. Transfers In (Out) to Other Trust Funds Enter the Transfers In (Out) between trust fund accounts.

SOCIAL SERVICES TRUST FUND INSTRUCTIONS

Instructions for the 2009-10 Fiscal Year.

- ◆ Reports must be returned by **January 18, 2011**, to the State Controller's Office, Division of Accounting and Reporting, Local Apportionments Section, P.O. Box 942850, Sacramento, CA 94250.
- ◆ Reports are to be signed by the Director of Social Services and the County/City Auditor-Controller.
- ◆ Report 2009-10 fiscal year deposits made August 2009 through July 2010 for Vehicle License Fees, and September 2009 through August 2010 for Sales Tax.
- ◆ Refer to the remittance advice received with your payments and balance with the amounts on the State Controller's Office Website, WWW.SCO.CA.GOV. Call John Herzer @ 916-324-8361 for help.
- ◆ **Do not enter amounts in gray areas.**

Deposits

1. Sales tax
 - a. Allocation/Interest In the columns titled "1st - 4th Qtr," and "July and August 2010," enter the total of amounts allocated September 25, 2009 through June 25, 2010, and July and August 2010, respectively.
 - b. Stabilization In the column titled "1st - 4th Qtr," enter the amount allocated November 25, 2009.
 - c. Total Sales Tax Revenue Enter the total of lines 1a, and 1b.
2. Vehicle License Fees (VLF)
 - a. VLF Annual Base In column titled "1st - 4th Qtr," enter the amount allocated August 27, 2009, through June 25, 2010. In the column titled "July and August 2010," enter the amounts allocated in July 2010.
3. Other (identify) Enter and identify all miscellaneous deposits.
4. Total Funds Deposited Enter the total of lines 1c, 2a and 3.

Disbursements

5. Transfers to Operating Funds Enter the total amounts transferred to other funds for spending purposes.
6. Other (identify) Enter and identify any other disbursements made during the fiscal year.
7. Total Funds Disbursed Enter the total of lines 5 and 6.

Transfers

8. Transfers In (Out) to Other Trust Funds Enter the Transfers In (Out) between trust fund accounts.