

MENTAL HEALTH TRUST FUND INSTRUCTIONS

Instructions for the 2011-12 Fourth Quarter Report.

- ◆ Reports must be returned by **September 17, 2012**, 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 2011-12 fourth quarter deposits made April through June 2012.
- ◆ 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 Bodolay @ 916-323-2154 for help.
- ◆ **Do not enter amounts in gray areas.**

Deposits

1. Sales Tax
 - a. Allocation
W & I Code Sec. 17601
In the columns titled "April", "May", and "June", enter the total amounts deposited April 27, May 25, and June 27, 2012, respectively.
 - b. Less: State Hospital Offset
W & I Code Sec. 17601
In the columns titled "April", "May", and "June", enter the State Hospital Service contract offset amounts from April through June 2012, respectively.
 - c. Less: Managed Care Offset
In the columns titled "April", "May", and "June", enter the Managed Care Program offset amounts from April through June 2012, respectively.
 - d. State Hospital Adjustment
In columns titled "May, and June" enter the State Hospital Adjustments made in May through June 2012.
 - e. Total Sales Tax Revenue
Enter the total of lines 1a less 1b, 1c, and 1d.
2. County/City Matching Funds
 - a. Mental Health Match
W & I Code Sec. 17608.05
In the columns titled "April", "May", and "June" enter the amount of local matching funds deposited from April through June 2012, respectively, in accordance with the schedule developed by the State Department of Mental Health.
 - b. Vehicle License Fees
W & I Code Sec. 17608.10(b)
There is no vehicle license fee match to report.
 - c. Total Matching Funds
Enter the total of lines 2a, and 2b.
3. Other (identify)
Enter and identify all miscellaneous deposits.
4. Total Funds Deposited
Enter the total of lines 1e, 2c, 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 first quarter.
7. Total Funds Disbursed
Enter the total of lines 5 and 6.

Transfers

8. Transfers In (Out) to Other Trust Funds
W & I Code Sec. 17600.20
Enter the transfers In (Out) between trust fund accounts.

HEALTH TRUST FUND INSTRUCTIONS

Instructions for the 2011-12 Fourth Quarter Report

- ◆ Reports must be returned by **September 17, 2012**, 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 Health and the County/City Auditor-Controller.
- ◆ Report 2011-12 fourth quarter deposits made April through June 2011.
- ◆ 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 Bodolay @ 916-323-2154 for help.
- ◆ **Do not enter amounts in gray areas.**

Deposits

1. Sales Tax
 - a. Allocation
W & I Code Sec. 17603
In the columns titled "April", "May", and "June", enter the total amounts deposited April 27, May 25, and June 27, 2011, respectively.
 - b. Less: CMSP Offset
W & I Code Sec. 17603.05
In the columns titled "April", "May", and "June", enter the amounts of the County Medical Services Program offset from April through June 2012, respectively.
Note: Counties making direct payments should enter -0- and refer to line 6.
 - c. Total Sales Tax Revenue
Enter the total of lines 1a, less 1b.
2. County/City Matching Funds
 - a. Health Match
W & I Code Sec. 17608.10(a)
In the columns titled "April", "May", and "June", enter the amount of local matching funds deposited from April through June 2012, respectively, in accordance with the schedule shown in W & I Code Section 17608.10.
 - b. Vehicle License Fee
W & I Code Sec. 17608.10(b)
 - i. Allocation
W & I Code Sec. 17604
In the columns titled "April", "May", and "June", enter the amount of county/city matching funds deposited April 27, May 25, and June 27, 2012, respectively, as Vehicle License Fees.
 - ii. Less: CMSP Offset
W & I Code Sec. 17604.05
In the columns titled "April", "May", and "June", enter the amount of the County Medical Services Program offset from April through June 2012, respectively.
Note: Counties making direct payments should enter -0- and refer to line 6.
 - c. Total Matching Funds
Enter the total of line 2a, 2b(i), less 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 amounts from counties/cities making direct CMSP payments to the Department of Health Services.
7. Other (identify)
Enter and identify any other disbursements made during the first quarter.
8. Total Funds Disbursed
Enter the total of lines 5, 6, and 7.

Transfers

9. Transfers In (Out) to Other Trust Funds, W & I Code Sec. 17600.20
Enter the transfers In (Out) between trust fund accounts.

SOCIAL SERVICES TRUST FUND INSTRUCTIONS

Instructions for the 2010-11 Fourth Quarter Report.

- ◆ Reports must be returned by **September 17, 2012**, 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 Auditor-Controller.
- ◆ Report 2011-12 fourth quarter deposits made April through June 2012.
- ◆ 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 Bodolay @ 916-323-2154 for help.
- ◆ **Do not enter amounts in gray areas.**

Deposits

1. Sales Tax
 - a. Allocation
W & I Code Sec. 17602
In the columns titled "April", "May", and "June", enter the total amounts deposited April 27, May 25, and June 27, 2012, respectively.

2. Vehicle License Fees
 - a. Vehicle License Fees
Annual Base
W & I Code Sec. 17604
In the columns titled "April", "May", and "June", enter the total amounts deposited April 27, May 25, and June 27, 2012, respectively.

3. CalWORKs Maintenance of Effort
 - a. Allocation
W & I Code Sec. 17601.20(a)
In the columns titled "April", "May", and "June", enter the total amounts deposited April 27, May 25, and June 27, 2012, respectively.

4. Other (identify)
Enter and identify all miscellaneous deposits.

5. Total Funds Deposited
Enter the total of lines 1a, 2a, 3a and 4.

Disbursements

6. Transfers to Operating Funds
Enter the total amounts transferred to other funds for spending purposes.

7. Other (identify)
Enter and identify any other disbursements made during the first quarter.

8. Total Funds Disbursed
Enter the total of lines 6 and 7.

Transfers

9. Transfers In (Out) to Other Trust Funds
W & I Code Sec. 17600.20
Enter the Transfers In (Out) between trust fund accounts.

