

# MENTAL HEALTH TRUST FUND INSTRUCTIONS

## Instructions for the 2012-13 First Quarter Report.

- ◆ Reports must be returned by **February 28, 2013**, 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 2012-13 first quarter deposits made July through September 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 column titled "September", enter the total amount deposited September 27, 2012.
  - b. Less: State Hospital Offset  
W & I Code Sec. 17601 In the column titled "September", enter the State Hospital Service contract offset amount from September 2012.
  - c. Less: Managed Care Offset In the column titled "September", enter the Managed Care Program offset amount from September 2012.
  - d. Less: State Hospital Excess Use In the column titled "September", enter the State Hospital Excess Use amount from September 2012.
  - 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 columns titled "July", "August", and "September" enter the amount of local matching funds deposited from July through September 2012, respectively, in accordance with the schedule developed by the State Department of Mental Health.
  - b. Vehicle License Collection  
Allocation In the column titled "September" enter the amount deposited in September 2012.
  - 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 2012-13 First Quarter Report

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- ◆ Reports are to be signed by the Director of Health and the County/City Auditor-Controller.
- ◆ Report 2012-13 first quarter deposits made July through September 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](http://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 column titled "September", enter the total amount deposited September 27, 2012.
2. County/City Matching Funds
  - a. Health Match  
W & I Code Sec. 17608.10(a)  
In the columns titled "July", "August", and "September", enter the amount of local matching funds deposited from July through September 2012 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 "August" and "September", enter the amount of county/city matching funds deposited as Vehicle License Fees allocated on August 27, and September 27, respectively.
    - ii. Less: CMSP Offset  
W & I Code Sec. 17604.05  
In the column titled "September", enter the amount of the County Medical Services Program offset from September 2012.  
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 1a, 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 2012-13 First Quarter Report.

- ◆ Reports must be returned by **February 28, 2013**, 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 2012-13 first quarter deposits made July through September 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](http://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 column titled "September", enter the total amount deposited September 27, 2012.
2. Vehicle License Fees
  - a. Vehicle License Fees  
Annual Base  
W & I Code Sec. 17604 In the columns titled "August" and "September", enter the amounts deposited August 27, and September 27, 2012, respectively.
3. CalWORKs Maintenance of Effort
  - a. Allocation  
W & I Code Sec.  
17601.20(a) In the column titled "August" and "September", enter the total amount deposited August 27, and September 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.

