

Memorandum

Date:
State Controller's Office
Division of Accounting and Reporting
3301 "C" Street, Suite 700
Sacramento, CA 95816

Example 4
REVISED
Governmental
Cost Fund

Governmental Accounting Advisory Board (1234)

123 Elm Street
Sacramento, CA 95816
Mr./Ms. I. M. Director, IMD@gaab.ca.gov
Mr./Ms. I. M. Chief of Accounting, IMCOA@gaab.ca.gov

CERTIFICATION OF YEAR-END FINANCIAL REPORTS

The following financial revised reports for the fiscal year ended June 30, 20XX are enclosed:

GENERAL FUND (0001) – REVISED

Report Description

1 & 3 Revision to Accruals and Adjustments to Controller's Accounts (Forms 571E & 571F)

Contact Person: Bud G. Tary
Phone No: (916) 555-1234
Email: Bud.G.Tary@gaab.ca.gov

I certify (or declare) under penalty of perjury that the data on the attached statements is true and correct; and that I have not violated any of the provisions of Article 4, Chapter 1, Division 4, Title 1, Government Code (commencing with section 1090).

Subscribed and executed this 31st day of July, 20XX, at Sacramento, California.

Signature of Officer/Name and Title of Officer