

Memorandum

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

Governmental Accounting Advisory Board (1234)

Prepared by: Department of XYZ (7890) →

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

NOTE:

Insert your department name and number. If you prepare statements for a department other than your own, ensure the accuracy of the information. The four-digit org code will be used to log the statements in as received.

CERTIFICATION OF YEAR-END FINANCIAL REPORTS

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

GENERAL FUND (0001)

Report No. Description

- | | |
|----|--|
| 1 | Report of Accruals to Controller's Accounts |
| 2 | Accrual Worksheet |
| 3 | Adjustments to Controller's Accounts – No activity to report |
| 4 | Statement of Revenue |
| 5 | Final Reconciliation of Controller's Accounts with Final Budget Report |
| 7 | Pre-Closing Trial Balance |
| 8 | Post-Closing Trial Balance |
| 15 | Reconciliation of Agency Accounts with Transactions per State Controller |

If there is no activity

SPECIAL REPORTS

Report No. Description

- | | |
|----|--|
| 14 | Report of Accounts Outside the State Treasury – submitted with fund XXXX |
| 18 | Statement of Changes in Capital Assets Group of Accounts |
| 19 | Statement of Capital Assets Group of Accounts – submitted with fund XXXX |
| 22 | Statement of Contingent Liabilities – No activities to report |

SUPPLEMENTAL FORMS

- Due To/From Other Funds/Appropriations Supplementary Information Form
- Material Variance Explanation Form

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