



MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

November 21, 2025

SUBJECT: 2024-25 City Financial Transactions Report

Dear City Fiscal Officer:

This letter provides information regarding the 2024-25 City Financial Transactions Report (FTR). Government Code (GC) section 53891 requires that the financial transactions of each local agency be submitted to the State Controller's Office (SCO) within seven months after the close of the fiscal year or within the time prescribed by the Controller, whichever is later. The report must contain underlying data from audited financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP), if this data is available.

The FTR is due to SCO by February 2, 2026. Reporting instructions, including COVID-19 reporting guidance, top reporting issues, and information for the 2024-25 City FTR are available on the SCO website at https://www.sco.ca.gov/ard_locinstr_cities_forms.html.

To file your FTR, visit Local Government Reporting System Online (LGRS Online) at <https://lgrsonline.sco.ca.gov>.

The 2024-25 FTR cover page can be signed electronically on LGRS Online.

Please note that in accordance with GC section 12464, if the reports are not made in the time, form, and manner required — or there is reason to believe that a report is false, incomplete, or incorrect — SCO is authorized to conduct an investigation to obtain the required information. Any costs incurred by SCO as a result of such an investigation shall be borne by the city.

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GC section 40804 requires each city to publish a summary of its FTR in a form prescribed by SCO. Please use the Summary and Statistics form of the FTR filed with this office for that purpose.

If you have any questions, please contact the Local Government Reporting Unit at LGRsupport@sco.ca.gov or (916) 322-9672. Thank you.

Sincerely,

(Original signed by)

Dang Nguyen
Supervisor
Local Government Reporting Unit