



MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

November 21, 2025

SUBJECT: 2024-25 Transit Operator Financial Transactions Report

Dear Agency Officer:

This letter provides information regarding the 2024-25 Transit Operator Financial Transactions Report (FTR). Public Utilities Code (PUC) section 99243(a) requires that local agencies submit their financial transactions to the State Controller's Office (SCO) within seven months after the end of the fiscal year. The report must contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available.

The FTR is due to SCO by February 2, 2026. Reporting instructions, including COVID-19 reporting guidance, and information for the 2024-25 Transit Operator FTR are available on the SCO website at https://www.sco.ca.gov/ard_locinstr_transit_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 Transit Operators that provide both general public and specialized transit services are required to submit a separate FTR for each type of service. If applicable, you will receive separate letters with a unique set of usernames and passwords.

The 2024-25 FTR, together with the annual State Transit Assistance (STA) program eligibility certification submitted to SCO by each transportation planning agency, county transportation commission, and the San Diego Metropolitan Transit Development Board, will be used by SCO to determine each STA-eligible operator's revenue basis portion of the 2026-27 STA allocation, pursuant to PUC section 99314. If the FTR is not submitted by the due date, it may affect your STA allocations, if you are eligible for them.

The STA Program Revenue Basis form must be signed by both the STA Program Manager and the Fiscal Officer, and must be signed electronically on LGRS Online or submitted in paper form to SCO to complete filing requirements for the STA Program. All reports submitted are final. SCO will accept revised reports only if we request the revision after our review.

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