



BETTY T. YEE
California State Controller
Division of Accounting and Reporting

October 28, 2016

SUBJECT: 2015-16 Cities Financial Transactions Report

Dear City Fiscal Officer:

This letter provides information regarding the 2015-16 Cities Financial Transactions Report (FTR). Government Code (GC) section 53891 was amended and now requires the financial transactions of each local agency to be submitted to the State Controller's Office (SCO) within seven months after the close of the fiscal year. The report must contain underlying data from audited financial statements prepared in accordance with the generally accepted accounting principles, if this data is available.

The financial reports are due January 31, 2017. Please submit the following documents:

- Financial Transactions Report
- U.S. Bureau of Census survey form

Please visit http://www.sco.ca.gov/ard_locinstr_cities_forms.html for the electronic reporting program, instructions, and information. Local Government Reporting staff is available if you need assistance with downloading the electronic reporting program or need a copy of the reporting forms.

The addition of GC section 12463.2 (Chapter 781, Statutes of 2014) requires local government agencies (e.g., counties, cities, special districts) to report information relating to the imposition of each locally assessed parcel tax on the SCO annual FTR. Please visit http://www.sco.ca.gov/ard_locinstr_ParcelTaxRequirements_forms.html for more information regarding the reporting of parcel taxes.

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, the SCO is authorized to make an investigation to obtain the information required. Any costs incurred by the SCO shall be borne by the city.

In addition, GC section 40804 requires each city to publish a summary of its FTR in a form prescribed by the SCO. Please utilize the Consolidated Statement of Revenues, Expenditures, and Changes in Fund Balance/Working Capital form of the financial transactions report filed with this office for that purpose.

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If you have any questions or need assistance with downloading the electronic reporting program, please contact the Local Government Reporting Section at LGRsupport@sco.ca.gov or (916) 322-9672.

Sincerely,

(Original signed by)

RENEE HSZIEH, Manager
Local Government Reporting Section

Enclosures