



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

October 28, 2016

SUBJECT: 2015-16 Counties Financial Transactions Report

Dear Auditor-Controller:

This letter provides information regarding the 2015-16 Counties 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_counties_forms.html for the electronic reporting program, instructions, and information including the award criteria. 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, and 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 county.

October 28, 2016
Auditor-Controller
Page 2

Each year, the SCO presents an Award for Counties Financial Transactions Reporting to those counties that meet the award criteria. This award recognizes the professionalism demonstrated by counties in preparing accurate and timely FTRs, and will be presented at the 2016 Fall State Controller's Conference with County Auditors. A description of the award criteria is on the SCO website to provide guidance while preparing your FTR. Our team is available to answer any questions you may have regarding the award criteria.

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