



JOHN CHIANG
California State Controller

October 16, 2013

<Special District or City>

Re: Delinquent Report(s) of Financial Transactions

Dear:

A review of our records indicate we have not received your report(s) of financial transactions listed below:

<u>Year</u>	<u>Report Not Received</u>
XXXX-XXXX	Financial Transactions Report
XXXX	Compensation Report

Government Code section 53891 requires the officer of each local agency to submit these reports to the State Controller's Office (SCO) annually. These reports include important disclosures that are necessary to provide state and local decision makers – as well as taxpayers – with the basic data necessary to monitor the financial health of your agency. My office has utilized different means to solicit your compliance, including the courtesy of providing a grace period, as well as written notification – delivered via certified mail – warning that assessment of monetary penalties is forthcoming. Yet, your agency remains in violation of statutory-required reporting requirements.

I am writing to respectfully urge you to immediately remedy these compliance lapses. If my office does not receive your past-due report(s) by **December 31, 2013**, I will seek to obtain the missing financial transactions data through the following means:

- Pursuant to Government Code section 12464, public agencies that do not submit the required report(s) by this date may be scheduled for an investigation performed by either SCO auditors or a qualified accountant appointed by my office, with the results being filed with the legislative body of your entity.

- Because failure to file financial transactions reports for two or more successive reporting periods suggests the absence of internal controls and fiduciary diligence, my office may audit the adequacy of those management and spending controls.

Note that Government Code section 12464 provides that the cost of either of these forms of investigation will be paid by the audited agency.

Please see the attachment for information regarding reporting forms and instructions. If your reports have been previously submitted or you have any questions, please contact the Local Government Reporting Section by email at LGRsupport@sco.ca.gov or phone (916) 445-5153.

As of October 2013, all 58 counties are in compliance with financial transactions reporting requirements. Of California's 4,719 special districts, 4,602 are in compliance. Only 9 of our state's 482 cities have failed to file. With your cooperation, we can have 100% compliance and, more importantly, provide our constituents with the data necessary for them to hold state and local leaders accountable for their fiscal management decisions.

Sincerely,

Original signed by:

JOHN CHIANG
California State Controller

Attachment