



MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

November 22, 2024

SUBJECT: 2023-24 Special District Financial Transactions Report

Dear District Fiscal Officer:

This letter provides information regarding the 2023-24 Special District 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 January 31, 2025. Reporting instructions, including COVID-19 reporting guidance, and information for the 2023-24 Special District FTR are available on the SCO website at https://www.sco.ca.gov/ard_locinstr_districts_forms.html.

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

The 2023-24 FTR cover page can be signed electronically on LGRS Online.

Blended component units (BCUs), although legally separate entities, are, in substance, part of the primary special district operations. According to GAAP, the financial data from BCUs should be integrated into the appropriate primary special district funds for reporting purposes. The financial data of BCUs must be included in the primary Special District FTR.

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BCUs that meet the requirements to be a Special District, as defined in GC section 12463(d)(2), must separately prepare and submit the Special District FTR to SCO.

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 district.

GC section 26909 requires an audit to be completed and filed with our office within 12 months after the close of the fiscal year(s) under examination. Please email an electronic copy to SDsupport@sco.ca.gov.

If you have any questions, please contact the Special District Reporting Unit at SDsupport@sco.ca.gov or (916) 327-1017.

Sincerely,

(Original signed by)

Edward Serafica
Supervisor
Special District Reporting Unit

Enclosure