

## SAM RECONCILIATIONS AND REPORTS

### BANK RECONCILIATION

7923

(Revised 09/15)

Departments will reconcile their bank account balance with the like account maintained in the ~~C~~entralized State Treasury System (CTS). Departments will reconcile their General Cash, Revolving Fund Cash, and Agency Trust Fund Cash accounts with the ~~ir~~ State ~~Controller's Office (SCO), Centralized Treasury Trust System Account Statement~~ ~~Treasurer's Office (STO)~~ bank balance, adjusted for deposits in ~~transit~~, outstanding checks, and other reconciling items. When departments account for more than one fund in a bank account, departments will identify the fund's share on the bank reconciliation.

~~The State Controller's Office (SCO)~~ ~~providessends~~ a monthly Centralized Treasury Trust System Account Statement (~~bankCTS~~ statement) to departments that includes a sequential listing of the following items by transaction/paid date, document number, and amount:

- Checks paid during the month
- Transfers of Funds (i.e. TC47 SCO transaction code entries) during the month
- Deposits posted during the month

For each check paid, the ~~bankCTS~~ statement shows the check number, date ~~of payment~~~~paid~~, and the amount paid. Departments will use the listing to determine the amount of outstanding checks. The outstanding check amount on the reconciliation will be supported by a list showing the number, date, and amount of each outstanding check.

~~Departments will file their physical, cancelled checks in sequential check number order.~~ ~~Effective~~On October 1, 2010, all agency checks ~~will beere~~ converted to electronic images and ~~will beere made~~ available on the STO statewide Agency Paid System. Check data is updated daily and retained for five years from the check paid date. Departments can access and print images of their checks through the automated system. To obtain access to the Agency Paid System, departments shall complete the STO's User ID Assignment/Removal Form STO-IP 130. The form and information can be obtained by contacting the STO Item Processing Section at [Item.Processing@sto-Treasurer.ca.gov](mailto:Item.Processing@sto-Treasurer.ca.gov).

The ~~bankCTS~~ statement also includes a chronological listing of SCO transfers from the account and bank deposits posted during the month. Departments will compare the transfers and deposits posted on the ~~bankCTS~~ statement to department records to determine the amount of outstanding transfers and deposits in ~~transit~~. The outstanding transfers and deposits on the reconciliation will be supported by respective lists showing the document number, date, and amount outstanding. Departments will attempt to resolve deposits in ~~transit~~ over 30 days.

Errors on the ~~bankCTS~~ statement will be corrected as provided in SAM ~~S~~ection 8060. The ~~person-reconciling~~~~ation~~ ~~the bank statement~~ will trace every reconciling item between the bank and the department's records and include an explanation ~~on the reconciliation~~. Departments will file ~~bankCTS~~ statements and monthly reconciliations in date order.

## SAM RECONCILIATIONS AND REPORTS

### YEAR-END REPORT NO. 14, REPORT OF ACCOUNTS OUTSIDE THE STATE TREASURY

7975

(Revised ~~12/13~~07/15)

At year-end, departments (including agencies) must prepare a Report No. 14, Report of Accounts Outside the State Treasury, form STD. 445. The Report No. 14 must include any account outside the centralized State Treasury System (CTS) in which state money is deposited or must indicate that there are no accounts to report. Department of Finance (Finance), Fiscal Systems and Consulting Unit (FSCU) approval ([S](#)see SAM section 8002) or statutory authority is required to maintain accounts outside of the CTS.

Each Report 14 shall include the tax identification number(s) under which the accounts were or could be established, department name, address, organization code, fiscal year-end date, signature, name and title of officer signing the report, contact telephone number and date signed. Only one Report No. 14 per department shall be submitted.

If no accounts exist outside the CTS, indicate "No accounts outside State Treasury" on the Report 14.

When there are accounts outside of the CTS, the Report No. 14 shall include the following:

- Account title and number appearing on bank/savings and loan/other depository statement.
- Type of account (savings, checking, ZBA, certificate of deposits, investment, etc.).
- Brief description and purpose of account. Must be consistent with the purpose approved by Finance, FSCU or authorized by law.
- Name and address of depository and branch.
- "Finance approval" and date or specific statutory authority.
- ~~Book-Bank~~ balance of account as of June 30. If the account was closed during the reporting period, include "N/A" and the date when the account was closed.
- Indicate whether the account is collateralized or if collateral is not required.

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## SAM RECONCILIATIONS AND REPORTS

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### YEAR-END REPORT NO. 14, REPORT OF ACCOUNTS OUTSIDE THE STATE TREASURY

7975 (Cont. 1)

(Revised ~~1207~~/~~135~~)

Accounts outside the CTS shall be reviewed periodically to ensure compliance with Finance approval and/or legal authority. If the account was approved by Finance and there is a need to update any conditions of the approval, including the purpose of the account or the banking information, a new request for approval must be submitted to Finance FSCU.

The department head or designee that is at least one level above both legal and administrative functions is required to certify under penalty of perjury all information stated on the Report No. 14 is true and correct and the use of the account(s) is consistent with Finance approval or as authorized by law. A designee shall only be allowed to certify Report No. 14 in the absence of the department head. The certification also affirms the deposited funds will be adequately collateralized throughout the year in accordance with law. For additional information regarding the security and collateral requirements, consult with the State Treasurer's Office (STO).

The original Report No. 14 must be sent to the STO and a copy must be sent to the State Controller's Office by August 20.

A sample of Report No. 14 is shown in the 7975 Illustration.



### INSTRUCTIONS

This report will be required of all state agencies and departments to report state money that is outside of the State Treasury. If no account exists, submit report noted "No accounts outside State Treasury." Any account in which state money is deposited, as defined by Government Code 16305.2, and which is not in the centralized State Treasury system will be included in this report.

- (1) Account title and number appearing on bank/savings and loan/other depository statement.
- (2) State type of account (savings, checking, zero balance account, certificate of deposit, investment, etc.).
- (3) Brief description and purpose of account. Must be consistent with the purpose approved by Department of Finance or as authorized by law.
- (4) Name and address of depository and branch.
- (5) Cite Department of Finance approval and date or specific statutory authority.
- (6) Bank balance of account as of June 30. If the account was closed during the reporting period, include "n/a" and the date when the account was closed.
- (7) Indicate whether the account is collateralized or if collateral is not required. Check only one box (Yes, No, or Not Required)

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