

BUDGET LETTER

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| | NUMBER: 15-27 |
| SUBJECT: ACCOUNTING TRAINING AND RESOURCES FOR FISCAL DEPARTMENTS | DATE ISSUED: November 18, 2015 |
| REFERENCES: GOVERNMENT CODE SECTIONS 13310 AND 13344; STATE ADMINISTRATIVE MANUAL SECTION 7900 ET SEQ. | SUPERSEDES: |

TO: Agency Secretaries
Department Directors
Departmental Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: Department of Finance

The Department of Finance (Finance) is responsible for setting statewide accounting policies and providing fiscal and accounting training, advice and consulting services to state departments. Finance will continue this responsibility with the implementation of the Financial Information System for California (FI\$Cal). One class focusing on year end closing in FI\$Cal has been conducted for Wave 1 departments. This Budget Letter informs state departments of the upcoming accounting training class as well as Finance resources available for FI\$Cal departments.

Upcoming Training Class for FI\$Cal Wave 1 and Wave 2 Departments

Finance will conduct an Accounting Overview class for Wave 1 and Wave 2 departments. The session will discuss accounting transactions, reports, and reconciliations in the FI\$Cal environment. The class is intended to provide departmental accounting staff with the necessary tools to understand the accounting processes and reports used to complete monthly reconciliations in FI\$Cal.

The class will be held on Tuesday, December 8, 2015 at 915 L Street, from 8:30 am to 4:30 pm in the Redwood training room.

Wave 1 and Wave 2 departments performing their own accounting must send at least one accounting staff member (maximum of two staff members per department) to the class. Department of General Services Contracted Fiscal Services will attend for their client departments. Please contact Denae Pruner at (916) 445-0211 Ext. 2812 or by email at Denae.Pruner@dof.ca.gov to reserve space in the class.

Finance will conduct additional classes to assist FI\$Cal departments in 2016. These classes are similar to those currently conducted by Finance for CALSTARS departments. More information related to the content, dates and times will be provided in the near future.

Information of existing CALSTARS classes is available at <http://www.dof.ca.gov/accounting/calstars/Training/view.php>. Other classes to all departments can be found at <http://www.dof.ca.gov/accounting/fscu/training/>.

Finance Resources for FISCAL Departments

The Finance website "FISCAL Resources" provides accounting and budget resources such as the chart of accounts and reports information, training materials and other instructions. This page at http://www.dof.ca.gov/FISCAL_Resources/ is updated and expanded frequently with accounting and budget information.

If you have questions regarding this Budget Letter, please contact FSCU at (916) 324-0385 or by e-mail at FSCUhotline@dof.ca.gov.

/s/ Veronica Chung-Ng

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