

SAM—RECONCILIATION AND REPORTS

QUARTERLY REPORTS

7940

(Revised 03/11)

Quarterly, except for June 30, departments must complete the reports listed below:

- a. Trial Balance
- b. Budget Report
- c. Reconciliation of Controller's Accounts with Budget Report
- d. Statement of Revenue (for governmental cost funds only) See SAM section 8210.

The above reports will be completed within 30 days of the preceding quarter and submitted upon request to the appropriate auditor or Finance budget analyst.