

SAM—RECONCILIATIONS 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.