

SAM – REVISION SUMMARY 432

Revisions to SAM sections are provided after the summary table below, and are indicated with the “track changes” display through the revised text on all revised SAM pages. Highlighted content indicates newly added information to the SAM chapter. “Track Changes” are not inserted for format changes.

**** Follow the link to the revised SAM Chapter ****

CHAPTER/ SECTION	SUMMARY
CHAPTER 1	
Section 0020 Section 0030	Updated contact and SAM Track Changes information for Chap 1
CHAPTER 700	
Section 750	Minor edit of language regarding the use of state vehicles
CHAPTER 1800	
Section 1821	Newly created content to align with MM15-06: State Building and Grounds Maintenance and Operation.
Section 1821.1	
Section 1821.2	
Section 1821.3	
Section 1821.4	
Section 1821.5	
Section 1821.6	
CHAPTER 3600	
New Section 3627	Adds new section for diesel, biodiesel, and renewable hydrocarbon diesel (renewable diesel) bulk fuel purchasing requirements.
CHAPTER 4900	
Entire Chapter 4900	Replaces <i>Information Technology Five-Year Capital Plan</i> with <i>Conceptually Approved IT Project Proposals Report</i> .
Section 4904	Announces quarterly publication of <i>Conceptually Approved IT Project Proposals Report</i> based on approved Stage 1 Business Analysis from state entities. Removes requirement for state entities to annually update an IT Capital Plan. Revises reference for preparation instructions.
CHAPTER 8000	
Section 8000	Revised to clarify requirements for approval of accounts maintained outside the CTS.

Continued

SAM – REVISION SUMMARY 432

<u>CHAPTER 8300</u>	
Section 8300 Index	Removed Section 8341.1
Section 8341	Clarified encumbrance requirement for allotments when used and other minor edits
Section 8341.1	Deleted
Section 8342.1	Clarified encumbrance requirement for allotments when used and other minor edits.
Section 8342.3	Clarified encumbrance requirement for allotments when used and other minor edits. Deleted reference to obsolete forms.
Section 8343	Clarified encumbrance requirement for allotments when used and other minor edits.
<u>CHAPTER 10500</u>	
Entire Chapter10500	Revising SAM chapter 10500 to simplify the standard accounting entries for easier reference, understanding, and will provide the user the different possible entries for the accounting scenario.
Delete Section 10515	Section deleted.

SAM—INTRODUCTION

SAM PUBLICATIONS AND CONTACTS

(Revised 8/2015)

0030 (Cont. 1)

CHAPTER/ SECTIONS	DEPT.	RESOURCES	CONTACT INFORMATION
0001-0030 Introduction	General Services, Office of Strategic Planning, Policy & Research (OSPPR)	State Administrative Manual (SAM) & Management Memos (MM)	Kam Langham Kam.langham@dgs.ca.gov 916-376-5068
			Jason Tyburczy Jason.tyburczy@dgs.ca.gov 916-376-5069
100-110 General	General Services, Administration Division (AD)		Deputy Director 916-376-5024
130-170 General	Finance, Budget Operations Support (DOF)	www.dof.ca.gov	916-322-5540 foinbox@dof.ca.gov
180 General	General Services, Administration Division (AD)		Deputy Director 916-376-5024
190-192 General	California Department of Human Resources (CalHR)	www.calhr.ca.gov	Steve Caldwell Steve.caldwell@calhr.ca.gov 916-323-4411
200-211 Governor's Office	Governor's Office Constituent Affairs	www.gov.ca.gov	Adrian Mata Adrian.mata@gov.ca.gov 916-322-7478
400-422.1 Exempt Personnel	California Department of Human Resources (CalHR)	www.calhr.ca.gov	Angelina Snarr Angelina.snarr@calhr.ca.gov
			Raquel Belmontes Raquel.belmontes@calhr.ca.gov

VEHICLE USE

(Reviewed 7/2015)

0750

Agencies determine who will drive on official State business and the vehicle types to be used: State-owned, privately-owned, or commercially-owned vehicles.

State Vehicles. These may be authorized when ~~one~~ two or more employees are traveling **individually** or together. The trip includes intermediate stops not feasible for public transportation; the schedule of public carriers does not fit the itinerary; transportation is not available at the destination; an employee must carry specialized tools, books, etc.

Rental Vehicles. You may rent a vehicle when a State vehicle is not available and automobile travel is essential. Refer to the current [DGS Rental Car](#) contract in order to ensure adherence to State policy.

Privately-Owned Vehicles. Employees may use their privately-owned automobiles on official State business if this is approved by the agency. If the use is not less costly, the supervisor may authorize the use, but the payment will be for the less costly alternative. No agency will require an employee to use their privately-owned vehicle unless this is a formal condition for employment.

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

(Continued)

CHAPTER 1800 INDEX (Cont. 2)

STATE BUILDINGS AND GROUNDS MAINTENANCE AND OPERATION	1821
POLICY	1821.1
DEFINITIONS	1821.2
INTEGRATED PEST MANAGEMENT	1821.3
DROUGHT MORATORIUM	1821.4
LANDSCAPING PRACTICES	1821.5
MAINTENANCE OF BUILDING EXTERIORS, ROOFS, HARDSCAPE AND EXTERIOR PAINTING	1821.6
RESOURCES	1821.7

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

(Continued)

CHAPTER 1800 INDEX (Cont. 3)

INDOOR ENVIRONMENTAL QUALITY (IEQ): NEW, RENOVATED, AND EXISTING BUILDINGS	1825
POLICY	1825.1
AUTHORITY	1825.2
DEFINITIONS	1825.3
ENSURING A HEALTHY INDOOR ENVIRONMENT	1825.4
RESOURCES	1825.5
WATER EFFICIENCY AND CONSERVATION	1835
POLICY	1835.1
AUTHORITY	1835.2
DEFINITIONS	1835.3
WATER USE REPORTING REQUIREMENTS	1835.4
WATER USE REQUIREMENTS	1835.5
FACILITIES EXEMPT FROM WATER USE REDUCTION REQUIREMENTS	1835.6
RESOURCES	1835.7
RECYCLING AND WASTE DIVERSION PRACTICES	1840
STATE AGENCY BUY RECYCLED CAMPAIGN (SABRC)	1845
ENVIRONMENTALLY PREFERABLE PURCHASING	1850

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

STATE BUILDINGS AND GROUNDS MAINTENANCE AND OPERATION 1821

(New 10/2015)

SAM section 1821 provides state building and facility managers with practices and procedures that will help them achieve operational efficiencies and resource conservation measures for:

1. Integrated Pest Management (IPM)
2. Drought Moratorium
3. Landscaping Practices
4. Maintenance of Building Exteriors, Roofs, Hardscape, and Exterior Painting

State departments should have implemented the practices incorporated into [SAM Chapter 1800, Sustainable Operations and Practices](#), in the operation and maintenance of their facilities. See the following SAM sections for more information:

- Water Conservation (Section 1835)
- Indoor Environmental Quality (Section 1825)
- Recycling And Waste Diversion (Section 1840)
- Environmentally Preferable Purchasing (EPP) (Section 1845)
- Cleaning Products And Methods (Section 1825.4)

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

POLICY

1821.1

(New 10/2015)

State departments will implement practices and procedures that assist them in meeting the increased efficiency and resource conservation goals described in EO B-18-12.

State departments will compile and report their water and energy use in accordance with the Governor's Office *Road Map* requirements.

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

DEFINITIONS

1821.2

(New 10/2015)

For SAM section 1821, *buildings and grounds maintenance* refers to the routine cleaning and the day-to-day maintenance of a building's interior and exterior and the surrounding landscape and hardscape that are considered a part of that facility.

Buildings and grounds maintenance can include repairs of a minor and simple nature involving mechanical and electrical systems and building elements that can readily be performed by maintenance personnel or technicians.

It does not include the following: (see [Green California Glossary](#) for definitions)

- Remodeling
- Rehabilitation
- Renovation
- Restoration
- Additions, or
- Any other type of work normally performed by a construction contractor or personnel with specialized certification.

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

INTEGRATED PEST MANAGEMENT

1821.3

(New 10/2015)

On-site staff and contracted pest management companies shall follow an Integrated Pest Management (IPM) strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques that may include:

- Monitoring for pest presence and establishing treatment threshold levels;
- Using non-chemical practices to make the habitat less conducive to pest development;
- Improving sanitation; and
- Employing mechanical and physical controls.

The Department of General Services (DGS) [Best Practices Manual](#), Chapter 3 provides detailed steps on implementing an IPM plan. Topics include:

- A. Objectives and Strategies: IPM Best Practices (pg. 3-3)
- B. Lead Person: Assign pest management lead person for each building site (pg. 3-5)
- C. Monitoring and Evaluation: Monitor, keep records, and evaluate IPM program activities (pg. 3-7,3-12)
- D. Green IPM Practices: Emphasize use of cultural, nonchemical and biological controls in all IPM activities (pg. 3-8)
- E. Communication: Notify building occupants before pesticide application (3-11)
- F. IPM Design: Design landscape to minimize pest problems and install mowing strips and underlayments to reduce herbicide use (pg. 3-29, 3-30, 3-32)
- G. Lighting: Install outdoor lighting that doesn't attract flying insects (pg. 3-31)
- H. Waste: Store garbage receptacles on concrete or asphalt surfaces, away from building entrance; keep sealed after loading; empty regularly (pg. 3-31, 3-35)
- I. Proactive Maintenance: Make building repairs that exclude pests (e.g., install door sweeps, automatic door closers), and reduce water sources, food, and harborage (e.g., seal cracks and crevices, fix HVAC and plumbing leaks) (pgs. 3-28, 3-34, 3-38)
- J. Eliminate Food Sources: Keep food storage areas clean and dry (pg. 3-36)

When establishing a pest treatment plan, appropriately licensed personnel shall use non-chemical and biological controls. If this treatment is ineffective, use Tier 3 (least hazardous) herbicides/insecticides, progressing to Tier 2 and then to Tier 1 (most hazardous) only if necessary to manage the pests. Utilize only Tier-rated herbicides/insecticides as listed on the current [San Francisco Department of Environment Hazard Screening List](#).

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

DROUGHT MORATORIUM

1821.4

(New 10/2015)

The [Emergency Drought Proclamation](#) dated January 17, 2014, places a moratorium on new, non-essential landscaping projects at state facilities and on state highways and roads. Projects that are not needed to protect existing trees and shrubs, or are not necessary for erosion or dust control are considered non-essential.

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

LANDSCAPING PRACTICES

1821.5

(New 10/2015)

The following landscaping practices shall be adapted to:

- Reduce landfill waste material and water use;
- Promote the purchase of sustainable plant and maintenance materials; and
- Maintain a healthier outdoor environment.

These practices apply to all grounds and building exterior maintenance and landscape projects occurring on site* and will be followed by on-site staff participating contractors and vendors. They include:

- A. Existing Landscapes: Should be maintained to survive the drought with reclaimed water whenever possible. Protect high priority landscape elements such as existing trees, ground covers and shrubs. Protect all slopes from erosion. Convert conventional spray heads or rotors to drip and/or low precipitation rate nozzles. Mulch to help maintain moisture in soil.
- B. Existing Lawns: During a declared drought, low priority landscapes such as lawns without trees shall be watered only to the extent to a minimum to control dust and erosion. The University of California, Davis publication, [Managing Turfgrasses during Drought](#), provides useful information on warm-season and cool-season grasses in California. Trees in lawn areas that provide shade to buildings and hardscapes are high priority. Add drip irrigation around the drip line of the tree or water slowly and deeply with a trickling hose to increase survival rate. Trees can develop Phytophthora root rot if soil around their base remains wet for long periods. To prevent excessive growth, do not fertilize lawns. Follow the [US Composting Council](#) guidelines when using compost to retain moisture on existing lawns.
- C. Low Water Use Landscape: All new and rehabilitation landscape projects shall comply with the latest version of the California Department of Water Resource's model water efficiency landscape ordinance ([MWELo, 2015 Revision](#)).

** Refer to latest version of the California Department of Water Resource's model water efficiency landscape ordinance, section 490.1(e) for exceptions.*

(Continued)

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

(Continued)

LANDSCAPING PRACTICES

1821.5 (Cont. 1)

(New 10/2015)

- D. Irrigation: Installation of irrigation sub-meters, flow meters, master valves and smart irrigation controllers are recommended. Water per the requirements of your jurisdiction. Observe irrigation cycles and if water is running off, adjust irrigation timers to run for less time, but more frequently (as allowed). Establish a water budget for the landscape based on the plants, landscape area and local climate, and schedule irrigation based on the weather, soil type and to meet the water budget. ([Click here for cycle and soak methods.](#))
- E. Sustainable Grounds and Landscape Maintenance Practices: Sustainable landscaping practices produce significant economic and environmental benefits. Savings include reduced labor, water and fertilizer cost, lower hauling expenses and disposal fees. Standard landscaping practices include grass-cycling, lawn aeration, mulching, and composting practices that enhance the soil. These practices increase the water-holding capacity of soil, reduce erosion, and conserve water. Where appropriate, choose plants that are native or of low water use and are non-invasive to the area; consider mature plant size as it relates to available planting space to reduce pruning needs.
- F. Erosion, Sedimentation Control and Storm Water Retention: Follow recommendations for prevention of erosion, storm water pollution and reducing peak runoff found in 5.106.1 Storm Water Pollution Prevention (p.31), 5.106.10 Grading and Paving (p.34) in the [2013 California Green Building Standards Code](#) (or current edition). Where possible, incorporate A5.106.2 Storm Water Design (page 100) and A5.106.3 Low Impact Development (LID)(page100).

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

MAINTENANCE OF BUILDING EXTERIORS, ROOFS, HARDSCAPE AND EXTERIOR PAINTING

1821.6

(New 10/2015)

To reduce the harmful effects of chemicals and air pollution on the local environment and to promote water and energy conservation during exterior maintenance activities, departments are required to develop a maintenance program consistent with the guidelines outlined in Sustainable Site Credit 2: Building Exterior and Hardscape Management Plan of LEED 2009 for Existing Buildings Operations and Maintenance (LEED-EBOM v2009), or guidelines established in LEED-EBOM version 4, Prerequisite 1, Site Management Policy. Use this link for more comprehensive details on LEED-EBOM version 2009: <http://www.usgbc.org/Docs/Archive/General/Docs5545.pdf>; Use this link for more comprehensive details on LEED-EBOM version 4: http://www.usgbc.org/sites/default/files/LEED%20v4%20EBOM_10.01.14_current.pdf.

- A. **Chemicals:** The use of harsh chemicals is not usually necessary for most building exterior maintenance activities. The strength of the cleaning solutions should approximate the level sufficient to obtain satisfactory results. Do not use cleaning solutions stronger than necessary for the particular task. Cleaning solutions for exterior maintenance should be Green Seal certified or equivalent and should conform to Environmentally Preferable Purchasing (EPP) guidelines as stated in [SAM 1850](#).
- B. **Exterior Maintenance:** Sweeping is the preferred method of exterior cleaning; blowing is allowed when sweeping or raking is not practical. Departments are to adopt building exterior maintenance programs that conserve water. These programs include using manual cleaning methods over those that require high volume water spraying equipment. Water use, while sometimes necessary to carry out certain cleaning activities, should be carefully monitored to avoid excessive waste and runoff. If pressurized washing equipment is necessary, use equipment at the lowest output settings necessary to achieve satisfactory results. When power washing equipment is needed, use electric powered or battery-powered equipment to reduce air and noise pollution. Gasoline powered equipment should only be used in unusual or compelling circumstances and only with the authorization of the building maintenance supervisor.
- C. **Hardscape:** Water should never be used for general sweeping of hardscape although pressurized water use for purposes of specific removal of stains or grime from pavement, or for hygienic reasons, is considered reasonable use. State facility childcare centers with playgrounds and patios where food can be consumed should also be hygienically and routinely maintained. The monitored use of pressurized water would be appropriate for these areas as well.

(Continued)

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

(Continued)

MAINTENANCE OF BUILDING EXTERIORS, ROOFS, HARDSCAPE AND EXTERIOR PAINTING

1821.6 (Cont. 1)

(New 10/2015)

- D. Roofing Cleaning: Roofs should be maintained on a periodic basis consistent with the roof type (built-up, single-ply, metal, cool roof, etc.); manufacturers' warranty requirements; location environment (coastal, urban, desert, mountain, etc.); and other external factors that affect roof performance, reflectivity and longevity. Department maintenance programs should establish roof cleaning methods and frequencies specific to the needs of each building roof to avoid unnecessary cleaning and overuse of water and cleaning solvents. Simple hand removal of debris from roofs, drains, gutters, downspouts, and overflows is often sufficient. Unwarranted frequent cleaning with powered equipment can reduce the lifespan of the roof by wearing down protective coatings and roofing materials. When powered roof cleaning equipment is necessary, equipment with a water recovery/recycle system should be considered in the maintenance program for the appropriate roof type. Refer to local municipalities for additional requirements.
- E. Exterior Painting: Building maintenance often requires the repainting of exterior walls. Paints should either be no or low volatile organic compound (VOC) or contain recycled content when obtainable, meeting industry performance standards (see [Green Seal GS-43 Standard](#)). Use water-based paints over those containing oils. When spray equipment is used, ensure that care is exercised to prevent overspray and runoff, particularly near people, vegetation, waterways, and storm drains.
- F. Training: Departments are responsible for providing training and instruction to maintenance personnel and contractors on the proper use, handling, and disposal of all solvents and paint products. Personnel should be directed to use manual methods of cleaning and painting whenever possible and to avoid the risk of excessive discharge with powered equipment.

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

RESOURCES

1821.7

(New 10/2015)

Information and Directories:

- [CalRecycle Compost and Mulch:](#)
Starting point to learn about the uses and benefits of compost and mulch.
- [CalRecycle Compost and Mulch Producers:](#)
A list of permitted compost and mulch producers, searchable by county.
- [Seal of Testing Assurance:](#)
Program run by U.S. Composting Council to assure high-quality finished products, includes listing of approved composters and laboratories.

Guidelines and Resources:

- [State Landscaping and Irrigation Guidelines](#)
- [Bay-Friendly Landscape Guidelines:](#)
Provides a whole systems approach to the design, construction, and maintenance of landscapes to support the integrity of the Sacramento River and San Francisco Bay watersheds, but applicable elsewhere as well.
- [Caltrans Compost Specifications:](#)
Guidelines for purchase and use of compost along California roadways, developed by California Department of Transportation (Caltrans). Other resources on erosion control, infiltration and plant establishment.
- [Compost Use for Landscape and Environmental Enhancement Manual:](#)
CalRecycle manual with information on compost use in landscape plantings and environmental applications.
- [Grasscycling:](#)
The natural recycling of grass by leaving clippings on the lawn when mowing.
- [Xeriscaping:](#)
Developing landscapes specifically designed to use little or no water.
- [Landscape Plants for California Gardens](#), Robert C. Perry 2010.

SAM – PURCHASES (Cont.)

CHAPTER 3600 INDEX

**ITEM INSTRUCTIONS
MISCELLANEOUS ITEMS**

Water, Bottled Drinking	3612
Heavy Equipment	3615
ACQUISITION OF VEHICLES	3620
Typical Fleet Vehicles	3620.1
Special Passenger Vehicles	3620.2
Safety Standards For All State Vehicles	3622
Backup Alarms	3622.2
Trailer Hitches And Couplings	3622.3
Trailer Wiring Connections	3622.4
Standard Equipment	3624
Automotive Equipment, Spare Parts And Replacement Items	3626
Anti-Freeze	3626.1
Automobile Batteries	3626.2
Oil Filter Elements	3626.3
Spark Plugs	3626.6
Tires And Tubes	3626.7
Diesel, Biodiesel, and Renewable Hydrocarbon Diesel bulk Fuel Purchases	3627
Emergency Purchase Of Automotive Equipment	3629
Tax-Free Alcohol	3661.3
OFFICE EQUIPMENT	
UTILIZATION OF SURPLUS PROPERTY	3671
DESKS AND RELATED ITEMS OF WOOD FURNITURE	3672
PAPER STOCK CHECKS	
ORDERING PROCEDURES	3696.1
ENVELOPES FOR PAPER STOCK CHECKS	3696.2
CONSOLIDATION OF AGENCY ORDERS	3696.3

SAM – PURCHASES (Cont.)

DIESEL, BIODIESEL, AND RENEWABLE HYDROCARBON DIESEL BULK FUEL PURCHASES

3627

(New 10/2015)

State agencies shall follow the diesel, biodiesel, and renewable hydrocarbon diesel (renewable diesel) bulk fuel purchasing requirements listed below.

General Purchasing Requirements

When making bulk fuel purchases to supply state vehicles and/or other mobile equipment which utilize conventional diesel fuel, state agencies shall purchase contracted renewable diesel fuel in lieu of contracted conventional diesel and both B5 and B20 biodiesel fuel blends (biodiesel). Definitions for diesel, biodiesel, and renewable diesel fuel can be found in the California Code of Regulations [§95481](#). Additional information pertaining to Department of General Services' (DGS) statewide contracts for bulk diesel, biodiesel, and renewable diesel can be found at: <http://www.documents.dgs.ca.gov/pd/contracts/ContractIndexListing.pdf>

Exemptions to Renewable Diesel Purchasing Requirements

Agencies may purchase bulk diesel or biodiesel fuel, in lieu of renewable diesel fuel, if any of the following exemption criteria is met:

- a. Bulk renewable diesel fuel is not available, in the quantities needed, from that region's contracted renewable diesel fuel provider.
- b. The cost to purchase contracted bulk renewable diesel fuel would exceed the cost to purchase the same quantity of contracted bulk conventional diesel fuel by 20%.
- c. The operational viability of diesel powered vehicles and equipment would be compromised through the use of renewable diesel fuels. Original Equipment Manufacturer (OEM) refusal to honor a vehicle engine warranty through an agency's use of renewable diesel may be considered an operational viability issue.
- d. In emergency response situations, the delivery time of bulk renewable diesel fuel would exceed the delivery time of conventional diesel fuel.

Agencies that utilize one or more of these exemptions are encouraged to use biodiesel, in lieu of conventional diesel fuel, whenever possible.

(Continued)

SAM – PURCHASES (Cont.)

(Continued)

DIESEL, BIODIESEL, AND RENEWABLE HYDROCARBON DIESEL BULK FUEL PURCHASES

3627 (Cont.1)

(New 10/2015)

Reporting of Renewable Diesel Utilization Exemption

As part of an agency's annual fuel reporting requirements, each agency that invokes one or more of the renewable diesel utilization exemptions, shall complete the *Renewable Diesel Utilization Exemptions Form* and submit the completed form quarterly to DGS' Office of Fleet and Asset Management (OFAM). The *Renewable Diesel Utilization Exemptions* form can be located at: <http://www.dgs.ca.gov/ofam/Forms.aspx>. The department will be required to include the following information (as applicable) on the Form:

- 1) Information demonstrating an agency's decision to purchase bulk diesel or biodiesel, in lieu of renewable diesel, due to product availability, or timeliness of delivery in emergency situations.
- 2) Information and supporting documentation demonstrating an agency's decision to purchase bulk diesel or biodiesel, in lieu of renewable diesel, due to the price of renewable diesel exceeding the contract purchase price of bulk diesel or biodiesel by 20% or greater. Documentation must include the cost of renewable diesel from that region's contracted renewable diesel fuel provider, and the cost of bulk diesel or biodiesel (whichever is purchased) for the same quantity.
- 3) Information and supporting documentation demonstrating an agency's decision to purchase bulk diesel or biodiesel, in lieu of renewable diesel, due to operational viability. Documentation must include a list of vehicles by equipment number that the agency has exempted due to operational viability.

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

Note: Effective January 1, 2008, the Office of Information Security (Office) restructured and renumbered the content and moved SAM Sections 4840 – 4845 to SAM Sections 5300 – 5399. See also the Office's Government Online Responsible Information Management (GO RIM) Web site at www.infosecurity.ca.gov for statewide authority, standards, guidance, forms, and tools for information security activities.

CHAPTER 4900 INDEX

INFORMATION MANAGEMENT PLANNING

PURPOSE	4900
Basic Policies	4900.2
Agency Information Management Strategy Documentation	4900.3
Agency Information Management Strategy Reporting Requirements	4900.5
EXHIBITS AND SUPPORTING DOCUMENTS	4903
Information Management Organization	4903.1
Information Management Costs	4903.2
INFORMATION TECHNOLOGY FIVE-YEAR CAPITAL PLAN CONCEPTUALLY APPROVED IT PROJECT PROPOSALS REPORT	4904
ENTERPRISE ARCHITECTURE	4906
CALIFORNIA PROJECT MANAGEMENT METHODOLOGY (CA-PMM)	4910
PROJECT APPROVAL LIFECYCLE	
PROJECT APPROVAL LIFECYCLE PURPOSE	4920
PROJECT APPROVAL LIFECYCLE BASIC POLICY	4921
PROJECT APPROVAL LIFECYCLE SCOPE	4922
PROJECT APPROVAL LIFECYCLE PARTICIPATION	4923
PROJECT APPROVAL LIFECYCLE DOCUMENTATION	4924
CONSISTENCY WITH AGENCY INFORMATION MANAGEMENT STRATEGY AND IT CAPITAL PLAN <u>CONCEPTUALLY APPROVED IT PROJECT PROPOSALS REPORT</u>	4925
PROJECT APPROVAL LIFECYCLE PROCESS	4927
PROJECT APPROVAL LIFECYCLE STAGE/GATE DELIVERABLES	4928

(Continued)

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

**INFORMATION TECHNOLOGY FIVE-YEAR CAPITAL PLAN CONCEPTUALLY
APPROVED IT PROJECT PROPOSALS REPORT 4904**
4904

(Revised 10/2015~~12/2013~~)

To forge the necessary integration of the business and Information Technology (IT) functions in California state government, the California Department of Technology (Department of Technology) publishes a Conceptually Approved IT Project Proposals Report each quarter. The Report will be based on the approved Stage 1 Business Analyses from Agencies/state entities¹. Agencies/state entities are required to maintain and annually update an IT Capital Plan (ITCP) for review by the California Department of Technology (Department of Technology). This information represents provided by the Agencies/state entities is combined to generate the Statewide ITCP, which represents the Executive Branch's plan for IT investments in support of the California IT Strategic Plan. The information in the Statewide ITCP Conceptually Approved IT Project Proposals Report is used to:

- Ensure that IT investments drive program efficiency and effectiveness and improve the quality of government services for Californians.
- Facilitate improvements in internal business processes and financial management through IT investments.
- Link IT investments to Agency/state entity priorities and business direction.
- Promote the alignment of IT investments with the Agency/state entity's enterprise architecture (Technology, Standards, and Infrastructure).
- Enhance and promote enterprise data sharing through IT investments.
- Facilitate consideration and conceptual approval to pursue selected IT investments.

Refer to SIMM Section 57 for directions on the submission procedures. See SIMM Section 19A for Project Approval Lifecycle Stage/Gate deliverable Preparation Instructions.

¹ State entity: Includes every state office, officer, department, division, bureau, board, and commission, including Constitutional Officers. "State entity" does not include the University of California, California State University, the State Compensation Insurance Fund, the Legislature, or the Legislative Data Center in the Legislative Counsel Bureau.

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

**CONSISTENCY WITH AGENCY INFORMATION MANAGEMENT 4925
STRATEGY AND ~~IT FIVE-YEAR CAPITAL PLAN~~ CONCEPTUALLY APPROVED IT
PROJECT PROPOSALS REPORT 4925
(~~Reviewed Revised~~ 610/2015)**

Each proposed project must be consistent with the Agency/state entity's overall strategy for the use of IT, as expressed in its current Agency Information Management Strategy (see SAM Sections 4900.2-4900.6.) and Conceptually Approved IT Project Proposals Report ~~IT Capital Plan~~ (see SAM Section 4904).

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

PROJECT APPROVAL LIFECYCLE PROCESS
(Revised 6/2015)

4927

Each Agency/state entity must follow a systematic, analytical process for evaluating and documenting the analysis of proposed IT projects, as defined in SAM Section [4819.2](#).

This process must include:

1. Developing an understanding of a problem (or opportunity) in terms of its effect on the Agency/state entity's mission and programs;
2. Developing an understanding of the organizational, managerial, and technical environment within which a response to the problem or opportunity will be implemented;
3. Establishing programmatic and administrative objectives against which possible responses will be evaluated;
4. Preparing concise solution requirements of an acceptable response;
5. Identifying and evaluating possible alternative responses with respect to the established objectives;
6. Preparing a financial analysis for each alternative that meets the established objectives and solution requirements;
7. Selecting the alternative that is the best response to the problem or opportunity;
8. Preparing a management plan for implementation of the proposed response; and
9. Documenting the results of the study in the form of Project Approval Lifecycle Stage/Gate deliverables, as specified in SAM Section 4928.

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

PROJECT APPROVAL LIFECYCLE STAGE/GATE DELIVERABLES

4928

(Revised [6/10/2015](#))

The Project Approval Lifecycle (PAL) Stage/Gate deliverables, here and after referred to as “deliverables”, must provide an accurate summary of the results of each Stage/Gate analysis. The deliverables must provide a complete summary of the results of the analysis and establish the business case for investment of state resources in a proposed project by setting out the reasons for undertaking the project and analyzing its costs and benefits. The PAL Stage/Gate model includes the following deliverables:

Stage 1 Business Analysis: Provides a basis for project management, program management, executive management, and state-level control agencies to understand and agree on business problems or opportunities, and the objectives to address them. In order to evaluate a Stage 1 Business Analysis, the Department of Technology must fully understand the business justification. Therefore, each proposal must describe in detail the business driver(s), statutes or legislation, program background and context, business problems or opportunities, strategic business alignment, organizational readiness, and business and stakeholder impact. Additionally, the Stage 1 Business Analyses are used to generate the [quarterly Conceptually Approved IT Project Proposals Report annual Statewide IT Capital Plan \(refer to SIMM 57\)](#), which represents the Executive Branch's plan for IT investments in support of the California IT Strategic Plan.

Stage 2 Alternatives Analysis: Provides a basis for how the proposal’s business objectives will be achieved, the evaluation of multiple alternative solutions, determines which alternative will yield the highest probability of meeting the business objectives, and to develop an acquisition strategy/plan for procuring services. In order to evaluate a Stage 2 Alternatives Analysis, the Department of Technology must fully understand how the selected alternative will best achieve the proposed project’s business objectives. Each proposal must provide sufficient detail to describe the baseline processes, mid-level solution requirements, alternative solutions, recommended solution, procurement strategy and staffing considerations. This deliverable must also include a financial analysis of the life cycle costs, benefits and source of funding of the proposed project and the costs and benefits of the current method of operation during the life cycle of the project.

Stage 3 Solution Development: Provides confirmation of the solution requirements needed to achieve the business objectives and development of the Request for Proposal (RFP) for the acquisition of services if needed.

Stage 4 Project Readiness and Approval: Provides confirmation of project scope, resources (internal and external), and cost in support of requesting solution funding and project readiness to proceed with implementation.

(Continued)

**SAM – FISCAL AFFAIRS
ALLOTMENT – EXPENDITURE ACCOUNTING**

CHAPTER 8300 INDEX

GENERAL	8300
ALLOTMENT – EXPENDITURE ACCOUNTS	8301
Budget Act Appropriations	8301.1
Other Appropriations And Executive Orders	8301.2
Budgets Not Specifically Appropriated	8301.3
ALLOTMENT – EXPENDITURE LEDGER	8302
ALLOTMENTS	8320
Budget Revisions	8322
Transfers Of Budget Allotments	8324
ENCUMBRANCES	8340
Personal Services	8341
Salary Savings	8341.1
OPERATING EXPENSES AND EQUIPMENT	
Encumbrance Of The Lag	8342.1
Blanket Estimates	8342.2
Detailed Instructions	8342.3
Capital Outlay	8343
EXPENDITURES	8360
Personal Services	8361
Operating Expenses And Equipment	8362
Capital Outlay	8363
Abatements	8364
REIMBURSEMENTS	8365
YEAR-END ACCRUALS	8380
One-Year Appropriations	8381
Continuing Appropriations	8382

**SAM – FISCAL AFFAIRS
ALLOTMENT – EXPENDITURE ACCOUNTING**

~~Rev. 392~~

PERSONAL SERVICES 8341

(Revised ~~3/1974~~[12/2015](#))

Quarterly salaries and wages ~~allotments will~~ may be encumbered at the beginning of each fiscal year for amounts expected to be expended each quarter with respect to positions carried forward from the preceding fiscal year. These amounts are determined by analyzing Budget Schedule 8, Supplementary Schedule of Salaries and Wages (see SAM Chapter 6000). Change in Established Positions, (~~Std. Form 607~~) (see SAM ~~Section~~ section 8531), ~~will~~ may be used to encumber blanket positions and new positions authorized in the current fiscal year to disencumber positions abolished.

~~SAM – FISCAL AFFAIRS
ALLOTMENT – EXPENDITURE ACCOUNTING~~

~~Rev. 392~~

~~**SALARY SAVINGS 8341.1**~~

~~(New 5/1972)~~

~~Annually the Budget Act requires that at the end of each quarter, or other period of time covered by the allotment, the unencumbered balance in the Salaries and Wages allotments be transferred to the Salary Savings allotment. Therefore, at the close of each quarter or other period of time covered by the Salaries and Wages allotment, the unencumbered balance remaining in each allotment for salaries and wages will be transferred to Estimated Salary Savings. This is accomplished by the use of Transfer of Budget Allotment (TBA), Std. Form 25. The TBA need not be approved by the Department of Finance. Reallocation of salary savings requires submission of Budget Revision, STD. Form 26, to the Department of Finance.~~

~~Section Deleted~~

**SAM – FISCAL AFFAIRS
ALLOTMENT – EXPENDITURE ACCOUNTING**

~~Rev. 392~~

**OPERATING EXPENSES AND EQUIPMENT
ENCUMBRANCE OF THE LAG 8342.1**

(Revised ~~10/1971~~12/2015)

While many ~~items~~ types of expenditures can be encumbered from purchase estimates, printing estimates, leases, contracts, etc., many cannot. Unencumbered balances of certain allotments would be over-stated if charges to allotments were made at the time invoices were filed for payment. ~~Therefore, in order that~~ For the unencumbered balances shown in accounts and on reports ~~will show more to~~ accurately reflect the true financial condition of the allotments, agencies-departments will may encumber certain allotments-types of expenditures at the beginning of each fiscal year. ~~in~~ These amounts should representing their best estimates of obligations outstanding as at of the end of an average month but not otherwise encumbered by estimates, leases, etc. This estimated amount is called "the lag". The lag will may be ~~recorded encumbered on the Allotment-Expenditure Ledger by one of two methods:~~ using the

1. ~~Request for~~ Purchase Order ~~or/~~ Estimate Change Request, Std. Form 96 (Std. Form 96), ~~may be used,~~ modified where necessary, with the appropriate explanation stated thereon. Agencies-Departments will prepare this form in original only, using it merely as an internal document. This form also may be used to adjust the lag, if necessary.

~~2. The lag at the beginning of the year may be reflected in the initial journal entry recording the annual budgetary allotments. The amounts allotted, amounts encumbered for the lag, and the unencumbered balances will be shown for each allotment concerned.~~

The amount of lag necessary will vary among allotments within an agency-department and among agencies-departments depending on promptness in receiving and scheduling invoices for payment. Past experience has indicated that a lag of up to 15% of the annual allotment may be desirable for allotments where no encumbering estimates, leases, or contracts are issued. Allotments with about one-half their expenditures representing items originally encumbered by estimates, leases, and contracts may require a lag of up to 10% of the annual allotment.

Agencies-Departments will be responsible for estimating the proper lag to meet their own circumstances ~~and Agencies~~ will make revisions, as required, based on experience. Agencies-Departments that account for allotments on a quarterly basis, for agency management purposes, ~~should may record encumber~~ the lag at the beginning of each quarter and reverse it on the first day of the subsequent quarter. Reversal of the lag has the effect of disencumbering estimated amounts, thereby increasing unencumbered balances to permit charging invoices to allotments after the end of the quarter. ~~The~~ Std. Form-96 may be used to reverse the lag.

**SAM – FISCAL AFFAIRS
ALLOTMENT – EXPENDITURE ACCOUNTING**

~~Rev. 392~~

DETAILED INSTRUCTIONS 8342.3

(Revised ~~3/1987~~12/2015)

The manner of recording encumbrances for the operating expense and equipment category varies, depending upon the ~~allotment~~type of expenditure involved. Explanations below are intended to clarify the manner of accounting ~~the for~~ various allotment types of expenditures. ~~Some allotments are explained individually. Others are explained by class.~~

~~1.——~~Traveling-in-state:

Specific encumbrance documents are not provided for traveling. Therefore, encumbrance ~~will~~ may be necessary only for the amount for lag applicable. (See SAM ~~Section-section~~ 8342.1.) ~~Agencies-Departments will may~~ encumber at the beginning of each year an amount equal to their best estimate of the amount of expenses actually incurred as of the end of a month but not reflected on the records because the traveling expense ~~vouchers-claims~~ either have not been submitted or having been submitted have not been scheduled ~~in-claims~~ for payments.

~~2.——~~Printing, traveling-out-of-state, equipment and all other allotments where all commitments are made by individual estimate, authorization, or contract affecting only one fiscal year.

~~Encumbrance will be by individual estimate, authorization, or other encumbrance document. The unencumbered balance, therefore, represents the amount available for placement of additional estimates.~~

~~3.——~~Utilities ~~and all other allotments, except traveling-in-state,~~ where no encumbrance documents are prepared: ~~:-~~

~~Agencies-Departments will may~~ encumber at the beginning of each fiscal year an amount equal to their best estimate of the amount of expenses actually incurred as of the end of a month but not reflected on its records because the bills either have not been received or, having been received, have not been scheduled ~~in-claims~~ for payment. (See SAM ~~Section-section~~ 8342.1.) ~~No lag will be encumbered for Pro Rata General general Administrative administrative Chargescharges.~~ [LS1]

~~4.——~~General Expense and all other ~~allotments-types of expenditures~~ where commitments are made both with encumbrance documents and without encumbrance documents: ~~:-~~

Encumbrance ~~will may~~ be by individual estimates or other encumbrance documents. ~~Agencies-Departments will may~~ encumber at the beginning of each fiscal year an estimate of the amount of expenses actually incurred at the end of the month for which specific encumbrance documents have been issued and which are not reflected, due to the delay in receiving invoices and scheduling claims for payment. (See SAM ~~Section-section~~ 8342.1)

~~(Continued)~~

**SAM—FISCAL AFFAIRS
ALLOTMENT—EXPENDITURE ACCOUNTING**

Rev. 392

(Continued)

DETAILED INSTRUCTIONS 8342.3 (Cont. 1)

(Revised 3/1987)

5. Rent-building space:

~~Agencies-Departments will may~~ encumber at the beginning of each fiscal year an amount equal to commitments made ~~that extend into~~for that fiscal year, as shown on ~~Standard Form for Leases, Std. Form 1 or Department of General Services Assignment of Space, Form G.S. 4091~~the lease agreement. Encumbrance ~~also will may~~ be made to reserve funds for renewal of leases containing such an option if the ~~agency department~~ intends to exercise this right of renewal. There is no standard form specifically devised for recording these encumbrances.

~~Agencies-Departments will may~~ use ~~Request for~~Purchase Order ~~or~~/Estimate Change ~~Request,~~ (Std. ~~Form 96~~), to itemize and summarize these commitments. This information will be scheduled on a work sheet to support the encumbrance document if items are numerous.

~~Standard Form for Leases, Std. Form 1, and Department of General Services Assignment of Space, Form G.S. 4091, Lease agreements will may~~ be used to encumber funds as new premises are rented. ~~Agencies-Departments~~ will indicate on these forms the amount required for the fiscal year and the remaining unencumbered balance. ~~The latter figure will represent the excess of the allotment over actual lease commitments and the amounts estimated to be required to exercise renewal options in existing leases.~~

**SAM – FISCAL AFFAIRS
ALLOTMENT – EXPENDITURE ACCOUNTING**

~~Rev. 392~~

CAPITAL OUTLAY 8343

(Revised ~~10/1974~~12/2015)

These allotments ~~usually will~~may be encumbered by individual encumbrance documents. In most cases laws authorizing the acquisition of real property provide that such acquisitions be subject to the provisions of the Property Acquisition Law. Usually purchases of real property are subject to the provisions of the Property Acquisition Act. (See SAM Section section 8705.) ~~Agencies Departments will~~may encumber the estimated amounts of such expenditures by using ~~Request for~~ Purchase Order ~~or~~ Estimate Change ~~17~~ (Std. ~~Form~~ 96) ~~17~~ as an internal accounting document.

SAM—STANDARD ENTRIES

CHAPTER 10500 INDEX

Entry #1	CLAIM FILED FOR REVOLVING FUND ADVANCE	10501
Entry #2	ALLOTMENTS ARE EMCUMBERED <u>ENCUMBRANCES</u>	10502
Entry #3	CLAIMS ARE FILED	10503
Entry #4	PAYROLLS ARE PAID	10504
Entry #5	CLAIMS ARE PAID	10505
Entry #6	INVOICES ARE PREPARED	10506
Entry #7	<u>GENERAL</u> CASH IS RECEIVED	10507
Entry #8	UNCLEARED COLLECTIONS <u>UNIDENTIFIED CASH</u> <u>RECEIPTS</u> ARE APPLIED	10508
Entry #9	ACCOUNTS RECEIVABLE ARE WRITTEN OFF	10509
Entry #10	GENERAL CASH IS DISBURSED	10510
Entry #11	ALTERNATE ENTRY FOR DISHONORED CHECKS	10511
Entry #12	CONTROLLER'S RECEIPT IS RECEIVED	10512
Entry #13	CASH IS RECEIVED THAT IS NOT EXPECTED TO BE DEPOSITED <u>CASH ON HAND</u>	10513
Entry #14	ADVANCE IS MADE TO A SERVICE AGENCY <u>PREPAYMENT TO OTHER FUNDS OR</u> <u>APPROPRIATIONS</u>	10514
Entry #15	"NO WARRANT" CLAIMS ARE SETTLED	10515
Entry #16	STATE CONTROLLER'S JOURNAL ENTRY IS RECEIVED FOR SERVICES FROM STATE PRINTING <u>OFFICE OF</u> <u>STATE PUBLISHING</u>	10516
Entry #17	ADVANCE IS MADE <u>PREPAYMENTS</u> TO A CONSTRUCTION AGENCY	10517
Entry #18	EXPENDITURE FOR PROJECT PREPAYMENT <u>EXPENDITURES</u> ARE REPORTED BY A CONSTRUCTION AGENCY	10518
Entry #18a	ASAN INTERNALLY GENERATED CAPITAL ASSET IN PROGRESS HAS ASSOCIATED COSTS	
Entry #19	A PROJECT IS COMPLETED BY A CONSTRUCTION AGENCY	10519
Entry #19a	AN INTERNALLY GENERATED CAPITAL ASSET IS COMPLETED	
Entry #20	CAPITAL ASSETS ARE ACQUIRED	10520

SAM—STANDARD ENTRIES

Entry #21	CAPITAL ASSETS ARE WRITTEN OFF	10521
-----------	--------------------------------	-------

(Continued)

SAM—STANDARD ENTRIES

(Continued)

CHAPTER 10500 INDEX (Cont. 1)

Entry #22	CAPITAL ASSET IS ACQUIRED BY INSTALLMENT PURCHASE OR CAPITAL LEASE CONTRACT <u>Capital Asset Is Acquired By Installment Purchase Or Capital Lease Contract</u>	10522
Entry #23	CLAIM IS FILLED FOR PAYMENT ON INSTALLMENT PURCHASE OR CAPITAL LEASE CONTRACT <u>Claim Is Filed For Payment On Installment Purchase Or Capital Lease Contract</u>	10523
Entry #25	REVENUES COLLECTED IN ADVANCE ARE APPLIED <u>Revenues Collected In Advance Are Applied</u>	10525
Entry #26	REIMBURSEMENTS COLLECTED IN ADVANCE ARE APPLIED <u>Reimbursements Collected In Advance Are Applied</u>	10526
Entry #27	DEPOSIT IS TRANSFERRED TO THE CONDEMNATION DEPOSITS FUND <u>Deposit Made To The Condemnation Deposits Fund</u>	10527
Entry #28	CLAIM IS FILLED IN SETTLEMENT OF A CONDEMNATION DEPOSIT <u>Claim Is Filed For Acquisition Of Property Under Condemnation Proceedings</u>	10528
Entry #29	CONDEMNATION DEPOSIT IS RETURNED <u>Condemnation Deposit Is Returned</u>	10529
Entry #30	PAYMENT IS MADE FROM THE CONDEMNATION DEPOSITS <u>State Treasurer's Office Files A Claim Against Condemnation Deposits Fund</u>	10530
Entry #31	SURPLUS CASH IS TRANSFERRED TO THE SURPLUS MONEY INVESTMENT FUND <u>Surplus Money Investment Fund</u>	10531
Entry #32	INTEREST IS RECEIVED FROM THE SURPLUS MONEY INVESTMENT FUND AND CONDEMNATION DEPOSITS FUND <u>Interest Earnings On Investments Of The Surplus Money Investment Fund And Condemnation Deposits Fund</u>	10532
Entry #33	INVESTMENTS ARE PURCHASED <u>Investments Are Purchased</u>	10533
Entry #34	INVESTMENTS MATURE OR ARE SOLD <u>Investments Mature Or Are Sold</u>	10534
Entry #35	INTEREST IS RECEIVED ON INVESTMENT SECURITIES <u>Interest Received On Investments</u>	10535
Entry #36	ACCOUNTS RECEIVABLE ARE SOLD <u>Accounts Receivable Are Sold</u>	10536

SAM—STANDARD ENTRIES

|

SAM—STANDARD ENTRIES

ENTRY NO. 1 – REVOLVING FUND ADVANCE

10501

(Revised 5/8710/2015)

Nature of Transaction:

~~A special claim is filed with the State Controller's Office against an appropriation for an initial revolving fund advance or an augmentation of an existing revolving fund.~~

Journal Entry for General Ledger Accounts:

Debit:

~~1130 Revolving Fund Cash~~

Credit:

~~3020 Claims Filed~~

Source:

Document:

~~Claim Schedule. This type of claim will not be entered in the Claims Filed Register but will be journalized separately.~~

Explanation:

This entry is made to record (1) initial revolving fund advancesadvance from an appropriation and (2) augmentationsaugmentation of an existing revolving fund.

Authority:

In accordance with Government Code section 16400, any state department for which an appropriation is made, may draw from that appropriation for use as a revolving fund. See SAM section 8100 for general procedures.

Information:

The revolving fund-

~~When the Claim Schedule, Std. Form 218, is prepared, a Remittance Advice, Std. Form 404, also will be prepared and submitted to the State Controller's Office in the same manner as for claims to reimburse the revolving fund. (See SAM Section 8170.)~~

~~By statute, revolving fund advances advance must be returned to the appropriation from which drawn upon expiration of the period of availability of the appropriation. _In lieu of physically returning a revolving fund and withdrawing a new advance at the end of each fiscal year, agenciesdepartments may request the State Controller's Office (SCO) to apply the existing revolving fund as an increase in the balance of the appropriation from which it was drawn and as a withdrawal from the appropriation of the new fiscal year. _Requests for such transfers are submitted to the State Controller's OfficeSCO on a "Request for Revolving Fund Advance" form prescribed and supplied by that office.~~

SAM—STANDARD ENTRIES

A Claim Schedule, Std. Form 219TT is prepared and submitted to the SCO in the same manner as for claims to reimburse the revolving fund. See SAM section 8170 for information on claims.

Source Document:

Claim Schedule. This type of claim will not be entered in the Claims Filed Register but will be journalized separately.

Journal Entry for Revolving Fund Advance:

Debit: 1130 Revolving Fund Cash

Credit: 3020 Claims Filed

SAM—STANDARD ENTRIES

ENTRY NO. 2 – [ENCUMBRANCES]

10502

(Revised 5/8710/2015)

Nature of Transaction:

This entry is made to reserve budgeted funds for payment of future expenditures.

Information:

Materials, supplies and equipment are ordered, capital outlay projects are authorized, services are contracted for or estimated, and employment of personnel is provided for by extending authorized positions or establishing positions. As a consequence, budget allotments are encumbered for the estimated amount of these future expenditures.

Journal Entry for General Ledger Accounts:

Debit:

6150—Encumbrances

Credit:

5350—Reserve for Encumbrances

Source:

Documents:

Purchase Estimates

Printing Requisition—Invoices

Payroll Estimates

Leases

Standard Agreements

Lag Encumbrances

Sub-purchase Orders

Public Works Project Authorization and Transfer Requests

Sundry Encumbrance Documents

Register:

Estimates Register or Journal Entry made from tape of batch control sheets which were prepared to control postings to the Allotment-Expenditure Ledger.

(Continued)

SAM—STANDARD ENTRIES

~~(Continued)~~

~~ENTRY NO. 2~~

10502 (Cont. 1)

~~(Revised 5/87)~~

Explanation:

The recordation of encumbrance documents is the initial step in the accounting of expenditures. As encumbrance documents are recorded, the unencumbered balances of allotments are reduced. In this way budgeted funds are "earmarked" for payment of proposed expenditures and control over these expenditures is exercised by [agencydepartment's](#) executive officers.

Note:

The purchase estimate, while not considered a legal obligation, is used as a source document for recording encumbrances. Adjustments to amounts encumbered by purchase estimates may be made as necessary to account for differences between the purchase estimate and the Purchase Order issued by the [Office of Procurement Division](#), Department of General Services. Claims arising from purchase estimate encumbrances will be paid by the State [Controller/Controller's Office](#) only if the Purchase Order is issued and dated prior to the date the appropriation availability ceases.

~~(Continued)~~

Source Documents:

[Purchase Estimates](#)

[Publishing Order](#)

[Payroll Estimates](#)

[Leases](#)

[Standard Agreements](#)

[Lag Encumbrances](#)

[Sub-Purchase Orders](#)

[Other Encumbrance Documents](#)

Register:

[Encumbrances will be recorded individually in the Allotment-Expenditure Ledger or Operating File \(CALSTARS\) for the appropriation.](#)

Journal Entry for Encumbrances:

Debit: [6150 Encumbrances](#)

[Credit: 5350 Reserve for Encumbrances](#)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 2-2 - [ENCUMBRANCES]

10502 (Cont.-21)

(Revised 5/8710/2015)

ESTIMATES REGISTER

Estimates Issued and Adjusted			
Date 19__	Estimate Number	Amount	
4-28	1123	120.00	
	24	240.00	
	25	70.00	
	26	90.00	
	27	1120.00	
	1056 Adj.*	30.00	
	1074 Adj.*	-10.00	1660.00
4-29	1128	340.00	
	29	260.00	
	1130	80.00	
	31	970.00	
4-30	1091 Adj.*	120.00	1770.00
	1132	430.00	
4-30	33	250.00	
	34	110.00	
	35	70.00	
	1101 Adj.*	-40.00	
	1117 Adj.*	50.00	870.00
			4300.00

*Estimate adjustments (except those made pursuant to Section 8340 adjusting for differences between estimates and purchase orders) will not be recorded in the Estimate Register if the alternate procedure of recording estimates in the Claims Filed Register as noted in Entry No. 3 is followed.

SAM—STANDARD ENTRIES

ENCUMBRANCE REGISTER

<u>DOC. NO.</u>	<u>FY</u>	<u>VENDOR NAME</u>	<u>ORIGINAL ENC.</u>	<u>ADJUSTMENT</u>	<u>PAYMENTS</u>	<u>BALANCE</u>
<u>0001</u>	<u>14</u>	<u>TECHNOLOGY CORPORATION</u>	<u>31,400.00</u>	<u>0.00</u>	<u>-4,686.58</u>	<u>26,713.42</u>
<u>0002</u>	<u>14</u>	<u>PBD INC</u>	<u>5,360.28</u>	<u>-300.00</u>	<u>-3,337.72</u>	<u>1,722.56</u>
<u>0003</u>	<u>14</u>	<u>PBD INC</u>	<u>32,379.00</u>	<u>0.00</u>	<u>-162.00</u>	<u>32,217.00</u>
<u>0004</u>	<u>14</u>	<u>ABC CORPORATION</u>	<u>13,125.00</u>	<u>0.00</u>	<u>-9,256.25</u>	<u>3,868.75</u>
<u>0005</u>	<u>14</u>	<u>BUSINESS SYSTEMS INC</u>	<u>44,894.44</u>	<u>0.00</u>	<u>-184.82</u>	<u>44,709.62</u>
<u>0006</u>	<u>14</u>	<u>AMERICAN INC</u>	<u>4,999.99</u>	<u>-2,500.00</u>	<u>-300.00</u>	<u>2,199.99</u>
<u>0008</u>	<u>14</u>	<u>INTERAGENCY AGREEMENT-DEPT 1234</u>	<u>3,400.00</u>	<u>0.00</u>	<u>-3,000.00</u>	<u>400.00</u>
<u>0010</u>	<u>14</u>	<u>HUMAN RESOURCES</u>	<u>17,500.00</u>	<u>0.00</u>	<u>-11,906.50</u>	<u>5,593.50</u>
<u>0012</u>	<u>15</u>	<u>INTERAGENCY AGREEMENT-DEPT.5678</u>	<u>1,500.00</u>	<u>0.00</u>	<u>-65.00</u>	<u>1,435.00</u>
<u>0013</u>	<u>15</u>	<u>INTERAGENCY AGREEMENT-DEPT.1234</u>	<u>3,500.00</u>	<u>-400.00</u>	<u>-225.00</u>	<u>2,875.00</u>
<u>0014</u>	<u>15</u>	<u>LEGISLATIVE SERVICES</u>	<u>5,150.00</u>	<u>-850.00</u>	<u>-1,200.00</u>	<u>3,100.00</u>
<u>0016</u>	<u>15</u>	<u>LEGAL SERVICES</u>	<u>1,625.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,625.00</u>
<u>0017</u>	<u>15</u>	<u>DATACOMPANY INC</u>	<u>4,999.99</u>	<u>-1,500.00</u>	<u>-469.96</u>	<u>3,030.03</u>
<u>0018</u>	<u>15</u>	<u>RECYCLING SERVICES</u>	<u>2,596.00</u>	<u>0.00</u>	<u>-532.00</u>	<u>2,064.00</u>
<u>0019</u>	<u>15</u>	<u>BUSINESS ENTERPRISES INC</u>	<u>11,000.00</u>	<u>0.00</u>	<u>-350.00</u>	<u>10,650.00</u>
<u>0020</u>	<u>15</u>	<u>ERGONOMIC EQUIPMENT</u>	<u>3,700.00</u>	<u>0.00</u>	<u>-290.00</u>	<u>3,410.00</u>
<u>0021</u>	<u>15</u>	<u>LOCKWORK SECURITY</u>	<u>4,999.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,999.00</u>
<u>0023</u>	<u>15</u>	<u>COMMUNICATIONS CORPORATION</u>	<u>4,999.99</u>	<u>-500.00</u>	<u>-97.50</u>	<u>4,402.49</u>
<u>0024</u>	<u>15</u>	<u>BUSINESS SYSTEMS INC</u>	<u>16,932.80</u>	<u>8,066.40</u>	<u>-21,199.89</u>	<u>3,799.31</u>

Illustration 10502

SAM—STANDARD ENTRIES

ENTRY NO. ~~33~~ – [CLAIMS FILED]
(Revised ~~9/2014~~10/2015)

10503

Nature of Transaction:

~~Claims are~~This entry is made to record claims filed with the State Controller's Office for payment.

Information:

The amount of this entry will be claims filed less claim corrections received. From this entry (1) expenditures and refunds of revenue with the accompanying liability for claims filed are recorded and (2) current outstanding encumbrances are liquidated.

Source Documents:

Claim Schedule Face Sheet
Notice of Claim Corrections

Register:

~~Journal Entry for General Ledger Accounts:~~

~~Debit:~~

Claims Filed Register

Journal Entries for Claims Filed:

Debit:

3410 — Revenue Collected in Advance _____ a/
5350 — Reserve for Encumbrances _____ b/
8000 — Revenue _____ c/b/
9000 — Appropriation Expenditures _____ d/ c/
9893 — Prior-Year Appropriation Adjustments _____ e/ d/
Credit:
3020 — Claims Filed _____ f/e/

AND

Debit: 6150

5350 Reserve for Encumbrances _____ b/f/
Credit:
6150 Encumbrances f/

a/ amount of claims filed for refunds of revenue collected in advance.

b/ amount of ~~encumbrances liquidated by~~ claims filed.
for refunds of revenue.

c/ amount of claims filed ~~for refunds of revenue.~~

~~d/ amount of claims filed~~ against appropriations currently available for encumbrance.

SAM—STANDARD ENTRIES

ed/ amount of claims filed against prior-year appropriations that are no longer available for encumbrance.

fe/ total amount of claims filed less claim corrections as recorded in the Claims Filed Register.

f/ [amount of encumbrances liquidated by claims filed.](#)

[\(Continued\)](#)

SAM—STANDARD ENTRIES

(Continued)

~~(Continued)~~

SAM—STANDARD ENTRIES

~~(2) currently~~ register. Unchecked items will represent the detail of outstanding encumbrances are liquidated claims filed and related claim corrections.

~~(Continued)~~

SAM—STANDARD ENTRIES

~~(Continued)~~

Illustration 10503

SAM—STANDARD ENTRIES

ENTRY NO. 3
(Revised 9/2014)

10503 (Cont. 2)

CLAIMS FILED REGISTER

Date 19__	Warrants Issued	Schedule Number	Total of Schedule 1.	Appro- riation Expendi- tures 2.	Prior- Year Expendi- tures Debit 3.	Encumbrances		
						Liquidating* 4.	Not Liquidating 5.	
4-28	X	1426	3600.00	3600.00		2100.00	1500.00	
		27	50.00			50.00		
	(cc-1) 1419**	X	28	21420.00	21420.00		21420.00	
			29	-2900.00	-2900.00			-2900.00
			30	450.00	450.00			450.00
4-29	X	30	1200.00	1200.00			2900.00	
		31	2900.00	2900.00				
	X	33	650.00	650.00		650.00		
		34	300.00	300.00	300.00			
		35	200.00	200.00			200.00	
4-30	X	36	350.00	350.00	350.00			
		(cc-2) 1421**	37	800.00	800.00		500.00	300.00
				800.00	800.00		600.00	200.00
			-50.00	-50.00			-50.00	
			29770.00	27870.00	1900.00	25270.00	2600.00	
			Cr. 3020	Dr. 9000	Dr. 9893	Dr. 5350 (Included in Cr. 6150 Column 2)		

* The illustration shows the amount liquidated always to be the amount of the related expenditure. (Column 2 equals Column 4 plus Column 5). Under this procedure adjustments between amounts encumbered and expended are recorded in the Estimates Register (See Entry No. 2). Agencies, however, will use the alternate procedure herein described if for their operations it is more efficient. Alternate procedure: Under this procedure the amount liquidated is the amount of the related expenditure only where the expenditure relates to furnishing a part of the goods or services for which an encumbrance was established. The amount liquidated is the remaining amount encumbered if there have been partial liquidations and the payment is the final one. The amount liquidated is the total amount originally encumbered if there have been no partial liquidations and the payment is the final one.

** Notices of claim corrections will be entered in chronological sequence. Column totals are the net of new claims filed and claim corrections received. AS Notices of Claims Paid, Form CD-102, are received from the State Controller's Office, original claims and related and claim corrections will be checked in the warrants issued column of this register. Unchecked items will represent the detail of outstanding claims filed and related claim corrections.

SAM—STANDARD ENTRIES

ENTRY NO. 4 - [PAYROLLS ARE PAID]
(Revised [09/13/2015](#))

10504

[This entry is made to record department's payroll.](#)

Information:

~~Journal Entry for General Ledger Accounts:~~

~~Debit:~~

9000 Appropriation Expenditures

~~Credit:~~

1140 Cash in State Treasury

~~Source Documents:~~

~~1) Payroll Revolving Fund Transfer Notice, Form SM62 - Clearance Type codes 1, 7, 8, and 9 are transfers in the State Payroll Revolving Fund (SPRF). Clearance Type codes 4, 5, 6, and 8 are transfers out of the SPRF. See SAM section 8590 for Clearance Type definitions.~~

~~2) State Controller's Office (SCO) Payroll Warrant Register, Form CD38 lists the details of the individual warrants.~~

~~Register:~~

~~Payroll Expenditure Register~~

Explanation:

Under the Uniform State Payroll System, department payrolls are prepared by the [SCO State Controller's Office \(SCO\)](#) and salary warrants are drawn on the [State Payroll Revolving Fund \(SPRF\)](#). The SCO transfers from the department's appropriation and/or fund the gross amount of each such payroll plus the amount of related state contributions for employees' retirement, OASDI, health and dental benefits, and returns by transfer to the department's appropriation and/or fund any amounts remaining in the SPRF as a result of warrants voided or re-deposited and overpayments recovered. These transfers, supported by payroll warrant register forms, are recorded by the department in a Payroll Expenditure Register, the net total of which represent payroll expenditures to be recorded in the department accounts. See SAM sections [8590](#) and [8593](#) for [additional information Payroll Expenditure Accounting and Overpayments.](#)

~~Source Documents:~~

~~1) Payroll Revolving Fund Transfer Notice, Form SM62 - Clearance Type codes 1, 7, 8, and 9 are transfers in the SPRF. Clearance Type codes 4, 5, 6, and 8 are transfers out of the SPRF. See SAM section 8590 for Clearance Type definitions.~~

~~2) State Controller's Office (SCO) Payroll Warrant Register, Form CD38 lists the details of the individual warrants.~~

Journal Entry for Payrolls Paid:

Debit: [9000 Appropriation Expenditures](#)

Credit: [1140 Cash in State Treasury](#)

SAM—STANDARD ENTRIES

Register:
Payroll Expenditure Register

<u>Type of Transfer</u>	<u>Transfer Date</u>	<u>Issue Date</u>	<u>Clearance No.</u>	<u>Transfer No.</u>	<u>Transfers</u>	<u>Accounts Receivable Abatements</u>	<u>Expenditures Current Year</u>	<u>Expenditures Prior Year</u>
-------------------------	----------------------	-------------------	----------------------	---------------------	------------------	---------------------------------------	----------------------------------	--------------------------------

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 4 [PAYROLLS ARE PAID] **10504 (Cont. 1)**

(Revised 09/13)

PAYROLL EXPENDITURE REGISTER

Type of Transfer	Transfer Date	Issue Date	Clearance No.	Transfer No.	Transfers	Accounts Receivable Abatements		Expenditures Current Year	Expenditures Prior Year
						DR	CR		
1	8-3	8-3	892	457	10,000			10,000	
1	8-4	8-4	901	465	1,000				1,000
AR ^{1/}		8-15	943			50		-50	
5 ^{2/}	8-20	6-8	2146	502	-50		50		
1 ^{3/}	8-28	9-1	961	524	100,000			100,000	
					110,950	50	50	109,950	1,000
					CR 1140	DR 1311	CR 1311	DR 9000	DR 9893

1/The debit to Account No. 1311 in this register is the gross amount of the overpayment as recorded from the SCO's accounts receivable warrant register.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 4 - [PAYROLLS ARE PAID]

10504 (Cont.1)

(Revised 10/2015)

2/The credit to Account No. 1311 is the gross amount of the overpayment recovered and returned to the department appropriation by transfer. The debit to Account No. 1311 for the same overpayment would have been recorded in the Payroll Expenditure Register for the month in which the SCOSCO prepared an accounts receivable warrant register covering the overpayment.

-3/Except at the close of the fiscal year, the transfer covering the main regular monthly payroll for a given monthly pay period is recorded in the Payroll Expenditure Register for that month even though the transfer may be dated in the following month. Payroll transfers dated in July covering payrolls for services rendered in June must be recorded in the Payroll Expenditure Register for July.

SAM—STANDARD ENTRIES

ENTRY NO. 5 – CLAIMS ARE PAID

10505

(Revised ~~9/2014~~10/2015)

Nature of Transaction:

This entry is made at the close of each month to record warrants issued in payment of claims filed or when "NO WARRANT" claims are settled.

Information:

Departments receive Notices of Claims Paid, Form CD-102 (CD-102) form, are received, from the State Controller's Office (SCO) for warrants issued in payment of claims. -The warrants are either (1) centrally mailed to payees by the SCO or (2) delivered for distribution to payees toby the department that submitted the claim schedule. (This entry is made as a transaction of the month in which the Controller's Warrants were issued as indicated on the CD-102.) See SAM section 10515 for entry to record settlement of "NO WARRANT" claims.

For No-Warrant claims departments will receive a SCO journal entry.

Note: This entry is made as a transaction in the month in which the Controller's Warrants were issued as indicated on Form CD-102 or of the date of the No-Warrant Transaction.

The total of warrants issued as shown on each Form CD-102 is checked with the amount of the claim filed. The CD-102 report issued monthly is used as the basis for the entry to the general ledger accounts.

Journal Entry for General Ledger Accounts:

Debit:

3020 Claims Filed

Credit:

1140 Cash in State Treasury

Source:

Document:

Notice of Claims Paid, Form CD-102
SCO's No-Warrant Transaction

Register:

None. Use the monthly CD-102 report

Explanation:

This entry is made at the close of each month to record CD-102s received from SCO. The total of warrants issued as shown on each CD-102 is checked with the amount of the claim filed. At the end of each month, SCO electronically transfers the CD-102 to

SAM—STANDARD ENTRIES

~~create transactions to record payments against the outstanding claims filed by the department.~~None

SAM—STANDARD ENTRIES

~~ENTRY NO. 6~~

10506

~~(Revised 5/87)~~

~~Nature of Transaction:~~

~~Agency prepares invoices for abatements and for reimbursements, revenue, and other income.~~

~~**Journal Entry for General Ledger Accounts: Claims Paid:**~~

~~Debit: 3020 Claims Filed~~

~~1311 Accounts Receivable—Abatements a/~~

~~1312 Accounts Receivable—Reimbursements b/~~

~~1313 Accounts Receivable—Revenue c/~~

~~1319 Accounts Receivable—Other d/~~

~~Credit:~~

~~1600 Provision for Deferred Receivables e/~~

~~8100 Reimbursements f/~~

~~9000 Appropriation Expenditures g/~~

~~9893 Prior Year Appropriation Adjustments h/~~

~~a/ amount of expenditure abatements billed and all sales tax billed regardless of type of transaction. (See SAM Section 10220 for definition of an abatement.)~~

~~b/ amount of reimbursements billed.~~

~~c/ amount of revenue items billed.~~

~~d/ amount of Accounts Receivable—Other billed.~~

~~e/ amount of items billed 1140 Cash in "c" and "d" plus (1) the amount of any reimbursement items billed which, according to law, must be credited to an appropriation current at the time of collection or at the time cash is ordered into the treasury and (2) any other receivables for which a reserve is deemed appropriate. State Treasury~~

~~f/ amount of current year reimbursement items billed, excluding any amounts of reimbursements which according to law must be credited to an appropriation current at the time of collection or at the time cash is ordered into the treasury.~~

~~g/ amount of current year appropriation expenditure abatement items billed and all sales tax billed regardless of type of transaction.~~

~~h/ amount of abatement and reimbursement items billed that are applicable to prior fiscal year appropriations no longer available for encumbrance.~~

~~Source:~~

~~Document:
Agency invoice~~

~~Register:
Invoice Register~~

~~(Continued)~~

SAM—STANDARD ENTRIES

~~(Continued)~~

SAM—STANDARD ENTRIES

ENTRY NO. ~~ENTRY NO.~~ 6 – [INVOICES ARE PREPARED]
(Revised [5/8710/2015](#))

10506 (Cont. 1)

Explanation:

This entry is used/made to record the billing for unpaid abatements, reimbursements, revenue, and other income items.

Information:

Department prepares invoices for abatements, reimbursements, revenue, and other income. See SAM section 10220 for definition of abatement. In most cases revenue and abatement items are collected when due and normally require no billings. When Accounts Receivable—Revenue and Accounts Receivable—Other are billed, they are credited to a reserve account until collected and cleared as revenue. In contrast to this procedure, abatements are applied as decreases of expenditures and most types of reimbursements are applied as income when billed. Certain types of reimbursements are fully reserved with final accounting to be made either at the time of collection or at the time remittances are ordered into the treasury, depending upon the specific law governing the transaction. The bills are recorded in the Invoice Register as of the date they are prepared.

Abatements and reimbursements that have been accrued previously as receivables but not billed will not be included in this entry when billed. However, Accounts No. 1311, 1312, 1600, and 9893 will be adjusted for the difference between the amounts billed and the amounts previously accrued.

Source Document:

Department invoice

Register:

Invoice Register

Journal Entries for Invoices Prepared - Abatements:

Debit:

1311 Accounts Receivable—Abatements a/

Credit:

9000 Appropriation Expenditures b/

9893 Prior-Year Appropriation Adjustments c/

a/ amount of expenditure abatements billed and all sales tax billed regardless of type of transaction.

b/ amount of current year appropriation expenditure abatement items billed and all sales tax billed regardless of type of transaction.

c/ amount of abatement item billed that is applicable to prior fiscal year appropriations no longer available for encumbrance.

SAM—STANDARD ENTRIES

(Continued)

(Continued)

ENTRY NO. 6 – [INVOICES ARE PREPARED]

10506 (Cont.1)

(Revised 10/2015)

Journal Entries for Invoices Prepared - Reimbursements:

Debit:

1312 Accounts Receivable—Reimbursements d/

Credit:

8100 Reimbursements e/

1600 Provision for Deferred Receivables f/

9893 Prior-Year Appropriation Adjustments g/

d/ amount of reimbursements billed.

e/ amount of current year reimbursement items billed, excluding any amounts of reimbursements which according to law must be credited to an appropriation current at the time of collection or at the time cash is ordered into the treasury.

f/ amount of any reimbursement items billed which, according to law, must be credited to an appropriation current at the time of collection or at the time cash is ordered into the treasury, and a reserve is deemed appropriate.

g/ amount of reimbursement item billed that is applicable to prior fiscal year appropriations no longer available for encumbrance.

Journal Entries for Invoices Prepared – Revenue or Other:

Debit:

1313 Accounts Receivable—Revenue h/

1319 Accounts Receivable—Other i/

Credit:

1600 Provision for Deferred Receivables j/

h/ amount of revenue items billed.

i/ amount of Accounts Receivable-Other billed.

j/ amount of items billed in “h” and “i” for which a reserve is deemed appropriate.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 6 – [INVOICES ARE PREPARED]

10506

(Cont.2)

(Revised 10/2015)

INVOICE REGISTER

<u>Billed To</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Amount</u>	<u>Accounts Receivable</u>						
				<u>Abatements</u>		<u>Reimbursements</u>			<u>Revenue</u>	<u>Other</u>
				<u>Current</u>	<u>Prior-Year</u>	<u>Current</u>	<u>Prior-Year</u>	<u>Deferred</u>		
<u>J. Jones</u>	<u>428</u>	<u>9-28</u>	<u>150.00</u>		<u>150.00</u>					
<u>W. Smith</u>	<u>429</u>	<u>9-28</u>	<u>350.00</u>						<u>350.00</u>	
<u>Dept. of</u>	<u>430</u>	<u>9-28</u>	<u>1,450.00</u>			<u>1,450.00</u>				
<u>K. Reese</u>	<u>431</u>	<u>9-28</u>	<u>300.00</u>	<u>300.00</u>						
<u>A. Cook</u>	<u>434</u>	<u>9-29</u>	<u>700.00</u>							<u>700.00</u>
<u>G. Isham</u>	<u>436</u>	<u>9-29</u>	<u>125.00</u>				<u>125.00</u>			
<u>Dept. of</u>	<u>437</u>	<u>9-30</u>	<u>50.00</u>					<u>50.00</u>		
<u>K. Burns</u>	<u>438</u>	<u>9-30</u>	<u>700.00</u>			<u>700.00</u>				
			<u>3,825.00</u>	<u>300.00</u>	<u>150.00</u>	<u>2,150.00</u>	<u>125.00</u>	<u>50.00</u>	<u>350.00</u>	<u>700.00</u>

Dr. 1311 Dr. 1311 Dr. 1312 Dr. 1312 Cr. 1312 Dr. 1313 Dr. 1319
Cr. 9000 Cr. 9893 Cr. 8100 Cr. 9893 Cr. 1600 Cr. 1600 Cr. 1600

Illustration 10506

SAM—STANDARD ENTRIES

ENTRY NO.

To	Invoice Number	Date	Total 1	Accounts Receivable					Revenue 7	Other 8
				Abatements		Reimbursements				
				Current 2	Prior-Year 3	Current 4	Prior-Year 5	Deferred 6		
J.R. Jones	428	4-28	150.00		150.00					
W.R. Smith	29		350.00						350.00	
State Dept. of _____	430		1,450.00			1,450.00				
K.W. Pease	31	4-29	300.00	300.00						
A.B. Cook	34		700.00							700.00
G.H. Isham	36	4-30	125.00				125.00			
State Dept. of _____	37		50.00					50.00		
K.W. Burns	38		700.00			700.00				
			3,825.00	300.00	150.00	2,150.00	125.00	50.00	350.00	700.00

Dr. 1311 Dr. 1311 Dr. 1312 Dr. 1312 Dr. 1312 Dr. 1313 Dr. 1319
 Cr. 9000 Cr. 9893 Cr. 8100 Cr. 9893 Cr. 1600 Cr. 1600 Cr. 1600

*Where any significant volume of invoices is prepared, agencies will make a single entry for each day showing beginning and ending invoice numbers. This entry will be supported by a numeric file of invoices.

SAM—STANDARD ENTRIES

ENTRY NO. 7 – [GENERAL CASH IS RECEIVED]

10507

(Revised 12/13/2015)

This entry is made to record **Nature of Transaction:**

General Cash is general cash received by the department for deposit in the department's general checking account maintained with the State Treasurer. Such receipts State Treasurer's Office.

Information:

Receipts consist of abatements, reimbursements and revenue not previously billed; collections applicable to accounts receivable for items previously billed; and items whose identity or accounting cannot readily be determined.

Accounts Receivable—Revenue and Accounts Receivable—Other are deferred when recorded. They must, therefore, be applied as revenue when collected.

Reimbursements may be of one of the following categories depending upon specific laws governing the accounting of such transactions: (1) receipts which accrue to the year in which the transaction occurred, (2) receipts which accrue to the year in which cash is collected by the department, and (3) receipts which accrue to the year in which cash is ordered into the treasury. Transactions in the third category, when collected are credited to a suspense account (Uncleared Collections) pending receipt of notice from the State Controller's Office that cash has been ordered into the treasury, see SAM section 10510. Items in category 1 (if not billed or accrued previously) and in category 2 are applied at the time cash is collected by the department.

The recording of cash receipts deposited in the general cash account is shown in Illustration 10507. The General Cash Receipts Register will show both the date of receipt and the date of deposit of all cash receipts. All cash collections must be deposited in approved depositories, see SAM section 8031, and are later either (1) refunded if determined to be unacceptable or (2) remitted to the State Treasury at least once each month. Current collections are used also to satisfy bank demands for reimbursement for dishonored checks until ultimate collection is made from the drawers or relief from accountability is granted by the California Victim Compensation and Government Claims Board.

Journal Entry for General Ledger Accounts:

Debit:

1110—

Source Document:

General Cash ~~a/~~Receipt

Register:

General Cash Receipts Register

(Continued)

SAM—STANDARD ENTRIES

(Continued)

~~1316 Accounts Receivable—Cash Shortages b/~~

~~1600 Provision for Deferred Receivables c/~~

ENTRY NO. 6 – [INVOICES ARE PREPARED]

10507

(Revised 10/2015)

Journal Entry for General Cash Received:

Debit:

1110 General Cash a/

Credit:

~~1311 Accounts Receivable—Abatements db/~~

~~1312 Accounts Receivable—Reimbursements ec/~~

~~1313 Accounts Receivable—Revenue fd/~~

~~1315 Accounts Receivable—Dishonored Checks g/~~

~~1316 Accounts Receivable—Cash Shortages h/~~

~~1319 Accounts Receivable—Other i/~~

~~3110 Due to Other Funds or Appropriations je/~~

~~3410 Revenue Collected in Advance kf/~~

~~3420 Reimbursements Collected in Advance lg/~~

~~3710 Cash Overages mh/~~

~~3730 Uncleared Collections nj/~~

~~8000 Revenue oj/~~

~~8100 Reimbursements pk/~~

~~9000 Appropriation Expenditures ql/~~

~~9892 Prior-Year Revenue Adjustments rm/~~

~~9893 Prior-Year Appropriation Adjustments sn/~~

(Continued)

SAM—STANDARD ENTRIES

~~(Continued)~~

~~ENTRY NO. 7~~

10507 (Cont. 1)

~~(Revised 12/13)~~

a/ total cash received for deposit in the General Cash account.

~~b/ amount of cash shortages occurring during the month for which cashiers are held accountable.~~

~~c/ amount of cash received applicable to receivables accounted during the year on a fully reserved basis and applied when collected to the appropriate revenue account.~~

~~db/ amount of cash receipts applicable to expenditure abatements receivables (excluding collections from employees for salary overpayments).~~

~~ec/ amount of cash receipts applicable to reimbursement receivables.~~

~~fd/ amount of cash receipts applicable to revenue receivables.~~

~~g/ amount of cash received in payment of dishonored checks (unless alternate procedure is used).~~

~~h/ amount of cash received from cashiers in payment of cash shortages.~~

~~i/ amount of cash received in payment of other accounts receivable.~~

~~je/ amount of cash received applicable to revenue collected for other funds earned in the current fiscal year plus cash received applicable to revenue collected for other funds but not identifiable to the fiscal year in which it was earned.~~

~~kf/ amount of cash received which will be accounted as revenue of a succeeding fiscal year.~~

~~lg/ amount of cash received which will be accounted as a reimbursement to a current or subsequent fiscal year's appropriation when earned.~~

~~mh/ amount of cash received representing cash overages.~~

~~ni/ amount of cash received for items whose identity or accounting cannot be readily determined; amount of cash received applicable to reimbursements (billed or unbilled) which, according to law, can be applied only at the time the cash is ordered into the treasury; or salary overpayments collected from employees by the department.~~

~~oj/ amount of cash received applicable to revenue earned in the current fiscal year plus cash received applicable to revenue but not identifiable to the fiscal year in which it was earned.~~

~~k(Continued)~~

SAM—STANDARD ENTRIES

~~(Continued)~~

~~ENTRY NO. 7~~

~~10507 (Cont. 2)~~

~~(Revised 12/13)~~

~~p/ amount of cash received applicable to (1) billed reimbursements which, according to law, can be applied only at the time cash is received and (2) all unbilled reimbursements except those applicable to prior fiscal years and those that can be applied only at the time cash is ordered into the treasury.~~

~~q/ amount of cash receipts applicable to current year expenditure abatements not billed or accrued previously.~~

~~f(Continued)~~

~~(Continued)~~

~~ENTRY NO. 6 – INVOICES ARE PREPARED~~

~~10507 (Cont.2)~~

~~(Revised 10/2015)~~

~~m/ amount of cash received applicable to revenue (except reimbursements) which was identified as being earned as of the preceding June 30.~~

~~sn/ amount of cash received in excess of amounts accrued in prior fiscal years as expenditure abatements or reimbursements. If the amount of cash received is less than amounts accrued in prior fiscal years, Account No. 9893 will be debited.~~

[Journal Entry for General Cash Received for Deferred Receivables: The Deferred Receivables entry requires a corresponding entry to record the General Cash received for revenue, reimbursement, or appropriation expenditure.](#)

Debit:

1600 Provision for Deferred Receivables o/

Credit:

1315 Accounts Receivable—Dishonored Checks p/

1319 Accounts Receivable—Other q/

AND

Debit: Source:

Document:

1110 General Cash Receipt

Register:

General Cash Receipts Register

Explanation:

~~The recording of cash receipts deposited in the general cash account is shown in Illustration 10507. The General Cash Receipts Register will show both the date of receipt and the date of deposit of all cash receipts. All cash collections must be deposited in approved depositories (see SAM Section 8031) and are later either (1) refunded if determined to be unacceptable or (2) remitted to the State Treasury at least once each month. Current collections are used also to satisfy bank demands for reimbursement for dishonored checks until ultimate collection is made~~

SAM—STANDARD ENTRIES

~~from the drawers or relief from accountability is granted by the California Victim Compensation and Government Claims Board.~~

~~Accounts Receivable—Revenue and Accounts Receivable—Other are deferred when recorded. They must, therefore, be applied as revenue when collected.~~

~~Reimbursements may be of one of the following categories depending upon specific laws governing the accounting of such transactions: (1) receipts which accrue to the year in which the transaction occurred, (2) receipts which accrue to the year in which cash is collected by the department, and (3) receipts which accrue to the year in which cash is ordered into the treasury. Credit:~~

~~8000 Revenue~~

~~8100 Reimbursements~~

~~9000 Appropriation Expenditures~~

~~o/ amount of cash received applicable to receivables accounted during the year on a fully-reserved basis and applied when collected to the appropriate revenue account.~~

~~p/ amount of cash received in payment of dishonored checks (unless alternate procedure is used).~~

~~q/ amount of cash received in payment of other accounts receivable.~~

~~Journal Entry for General Cash Lost/Received for Cash Shortages: The Cash Shortages entry requires a corresponding entry to record the General Cash lost or received for revenue, reimbursement, or appropriation expenditure.~~

~~(Continued)~~

SAM—STANDARD ENTRIES

(Continued)

~~Transactions in the third category, when collected are credited to a suspense account (Uncleared Collections) pending receipt of notice from the State Controller's Office that cash has been ordered into the treasury (see SAM Section 10510). Items in category 1 (if not billed or accrued previously) and in category 2 are applied at the time cash is collected by the department.~~

SAM—STANDARD ENTRIES

Date of Receipt	Receipt or Voucher Number	Date of Deposit	Total Amount of Receipts	Accts. Rec. - Cash Shortage	Accounts Receivable						Revenue	Reimbursements	Approp. Expenditures	Prior Year Revenue Adjustments	Prior Year Approp. Adj.	Sundry Accts.		
					Abatements	To be Applied	To be Deferred	Other	Revenue	Cash Shortage						Undeared Collections	Amount	Account
			1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	
4/21	127-142		140			100	15	25										
	143		390								390							
	144	4/21	50								50							
4/22	145		10						10									
	146	4/22	1,700						1,700									
4/23	147-153	4/23	850										350	150	150	150		50 CR 1315
	154		450		350													10 CR 3710
	155		3,100						3,090									
4/25	156-160	4/25	2,900						2,900									
	161	4/28	375					375										
	162-165	4/28	395	5								400						150 CR 1319
	166		150															
4/29	167	4/29	120		120				7,120									
			7,120															
			17,750	5	470	100	15	400	14,810	10	440	400	350	200	150	200	210	
			DR 1110	DR 1316	CR 1311	DR 1600	DR 1600	CR 1319	DR 1600	CR 1316	CR 3730	CR 8000	CR 8100	CR 9000	CR 9632	CR 9633		
						CR 1312	CR 1312	CR 1313	CR 1313									
						CR 8100	CR 3730	CR 6000										

* This column needed only by those departments that collect reimbursements which according to law, can be applied only at the time the cash is ordered into the treasury.

SAM—STANDARD ENTRIES

ENTRY NO. 8 105086 – [INVOICES ARE PREPARED] 10507
(Revised 5/87/10/2015)

General Cash Lost

Debit:

1316 Accounts Receivable—Cash Shortages r/

Credit:

1600 Provision for Deferred Receivables s/

AND

Debit:

8000 Revenue

8100 Reimbursements

9000 Appropriation Expenditures

Credit:

1110 General Cash

General Cash Received

Debit:

1600 Provision for Deferred Receivables s/

Credit:

1316 Accounts Receivable—Cash Shortages t/

AND

Debit:

1110 General Cash

Credit:

8000 Revenue

8100 Reimbursements

9000 Appropriation Expenditures

r/ amount of cash shortages occurring during the month for which cashiers are held accountable.

s/ amount of cash received applicable to receivables accounted during the year on a fully-reserved basis and applied when collected to the appropriate revenue account.

t/ amount of cash received from cashiers in payment of cash shortages.

(Continued)

SAM—STANDARD ENTRIES

Date of Receipt	Receipt or Voucher Number	Date of Deposit	Total Amount of Receipts	Accts. Rec. - Cash Shortage	Accounts Receivable						Revenue	Reimbursements	Approp. Expenditures	Prior Year Revenue Adjustments	Prior Year Approp. Adj.	Sundry Accts.	
					Abatements	To be Applied	To be Deferred	Other	Revenue	Cash Shortage						Uncleared Collections	Amount
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.			
4/21	127-142		140			100	15	25									
	143		390														
	144	4/21	50														
4/22	145		10				10										
4/23	147-153	4/22	1,700				1,700										
	154		450				350										
			3,100														
4/25	155		2,900														
	156-160	4/25	375														
4/28	161		395	5													
	162-165	4/28	150														
	166		120														
4/29	167	4/29	7,120				7,120										
			17,750	5		470	15	400	14,810	10	440	400	350	200	150	200	210
						CR 1311	DR 1600	DR 1319	DR 1600	CR 1316	CR 3730	CR 8000	CR 8100	CR 9000	CR 9892	CR 9893	
							CR 1312	CR 1312	CR 1313								
							CR 8100	CR 3730	CR 8000								

* This column needed only by those departments that collect reimbursements which according to law, can be applied only at the time the cash is ordered into the treasury.

SAM—STANDARD ENTRIES

ENTRY NO. 8 – [UNIDENTIFIED CASH RECEIPTS ARE APPLIED]

10508

(Revised 10/2015)

This entry is made to record cash receipts which could not be identified, or for which accounting treatment could not be determined, at time of collection are applied to appropriate accounts.

Information:

Varying circumstances determine the clearance of each transaction, but as each item or group of items is cleared it is entered in the Clearance Register and applied to appropriate accounts. Nature of Transaction:

Uncleared collections (other than those applied through the Controller's Receipts Register in Entry No. 12) and cash overages are applied. Cash overages items should be cleared as revenue at least once each quarter.

Source Documents:

Licenses, permits, or other documents evidencing revenue, reimbursements, and abatements earned.

Register:

Clearance Register

Journal Entry for General Ledger Accounts:

Debit:

~~1600 Provision for Deferred Receivable~~ _____ ~~a/~~

~~3710 Cash Overages~~ _____ ~~b/~~

~~3730 **Uncleared Collections**~~ _____ ~~c/~~ being applied: The reversal of an uncleared collections entry requires a corresponding entry to record the cash receipt to the appropriate account.

Debit:

3730 Uncleared Collections a/

Credit:

~~1311 Accounts Receivable—Abatements~~ _____ ~~d/ b/~~

~~1312 Accounts Receivable—Reimbursements~~ _____ ~~e/ c/~~

~~1313 Accounts Receivable—Revenue~~ _____ ~~f/ d/~~

~~1315 Accounts Receivable—Dishonored Checks~~ _____ ~~g/~~

~~1316 Accounts Receivable—Cash Shortages~~ _____ ~~h/~~

~~1319 Accounts Receivable—Other~~ _____ ~~i/~~

~~3110 Due to Other Funds or Appropriations~~ _____ ~~j/ e/~~

~~3410 Revenue Collected in Advance~~ _____ ~~k/ f/~~

~~3420 Reimbursements Collected in Advance~~ _____ ~~l/ g/~~

~~8000 Revenue~~ _____ ~~m/ h/~~

~~8100 Reimbursements~~ _____ ~~n/ i/~~

~~9000 Appropriation Expenditures~~ _____ ~~o/ j/~~

~~9892 Prior-Year Revenue Adjustments~~ _____ ~~p/ k/~~

~~9893 Prior-Year Appropriation Adjustments~~ _____ ~~q/ l/~~

SAM—STANDARD ENTRIES

~~a/ amount of collections now applied to receivables accounted during the year on a fully reserved basis and applied when collected to the appropriate revenue account.~~

~~b/ amount of cash accounted previously as cash overages, now applied as revenue, less any amounts cleared from the uncleared collections account to the cash overages account.~~

~~c/~~

a/ amount of cash receipts accounted previously as uncleared collections, now applied to appropriate accounts.

d/b/ amount of collections now applied to expenditure abatement receivables (excluding collections from employees for salary overpayments).

(Continued)

SAM—STANDARD ENTRIES

c/ (Continued)

ENTRY NO. 8

10508 (Cont. 1)

(Revised 5/87)

~~e/~~ amount of collections now applied to reimbursement receivables.

~~f/~~ ~~d/~~ amount of collections now applied to revenue receivables.

~~g/~~ amount of collections now applied in payment of dishonored checks.

~~h/~~ amount of collections now applied in payment of cash shortages.

~~i/~~ amount of collections now applied to other accounts receivable.

~~j/~~

(Continued)

(Continued)

ENTRY NO. 8 – [UNIDENTIFIED CASH RECEIPTS ARE APPLIED]

10508 (Cont. 1)

(Revised 10/2015)

e/ amount of collections now applied as revenue collected for other funds earned in the current fiscal year plus collections now applied as revenue collected for other funds but not identifiable to the fiscal year in which they were earned.

~~k/~~ f/ amount of collections now applied to revenue of the succeeding fiscal year.

~~l/~~ g/ amount of collections now applied as a reimbursement to a current or subsequent fiscal year's appropriation.

~~m/~~ ~~h/~~ amount of collections now applied as revenue earned in the current fiscal year plus collections now applied as revenue but not identifiable to the fiscal year in which they were earned.

~~n/~~ i/ amount of collections now applied as current year reimbursements that were not billed previously or were deferred when billed because, according to law, they are to be applied to the year in which they are collected by the agency.

~~o/~~ j/ amount of collections now applied as abatements to current year appropriation expenditures.

~~p/~~ k/ amount of collections now applied to revenue (except reimbursements) which was identified as being earned as of the preceding June 30.

~~q/~~ l/ amount of collections now applied in excess of amounts accrued in prior fiscal years as expenditure abatements or reimbursements. If the amount of cash cleared is less than amounts accrued in prior fiscal years, Account No. 9893 will be debited.

Journal Entry for Cash Overages being applied:

Debit:

3710 Cash Overages m/

Credit:

8000 Revenue n/

SAM—STANDARD ENTRIES

m/ amount of cash accounted previously as cash overages, now applied as revenue, less any amounts cleared from the uncleared collections account to the cash overages account.
n/ amount of collections now applied as revenue earned in the current fiscal year plus collections now applied as revenue but not identifiable to the fiscal year in which they were earned.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 8 – [UNIDENTIFIED CASH RECEIPTS ARE APPLIED] 10508 (Cont.2)

(Revised 10/2015)

Journal Entry for Deferred Receivables being applied: If cash received above was for a Deferred Receivable the below entry will need to be done.

Debit:

1600 Provision for Deferred Receivable o/

Credit:

1315 Accounts Receivable—Dishonored Checks p/

1316 Accounts Receivable—Cash Shortages q/

1319 Accounts Receivable—Other r/

AND

Debit:

1110 General Cash

Credit:

8000 Revenue

8100 Reimbursements

9000 Appropriation Expenditures

o/ amount of collections now applied to receivables accounted during the year on a fully-reserved basis and applied when collected to the appropriate revenue account.

p/ amount of collections now applied in payment of dishonored checks.

q/ amount of collections now applied in payment of cash shortages.

r/ amount of collections now applied to other accounts receivable.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 8

(Revised [5/8710/2015](#))

Source:

Documents:

~~Licenses, permits, or other documents evidencing revenue, reimbursements, and abatements earned.~~

~~Register:~~

~~Clearance Register~~

Explanation:

~~Cash receipts which could not be identified, or for which accounting treatment could not be determined, at time of collection are applied to appropriate accounts by this entry. Varying circumstances determine the clearance of each transaction, but as each item or group of items is cleared it is entered in the Clearance Register and applied to appropriate accounts.~~

~~Cash overages also are cleared in this register. These items should be cleared as revenue at least once each quarter.~~

SAM—STANDARD ENTRIES

Date of Clearance	Reference	Cash Overages	Uncleared Collections	Abate-ments	Accounts Receivable		Revenue	Reimburse-ments	Approp-riation Expend.	Prior Year Revenue Adj. 10.	Prior Year Approp. Adj. 11.	Sundry Accts. Amount
					To be Applied 4.	Reimburse-ments Other						
3-21			120.00		120.00							12. 12.
3-22			90.00		70.00	400.00						20.00 Cr. 1315
			400.00									10.00 Cr. 1316
			10.00									
			40.00				40.00					
3/23			100.00						80.00		20.00	5.00 Cr. 1319
3/24		-30.00	340.00				240.00					
		45.00	30.00	20.00			45.00					
3-31		15.00	70.00									
			1,200.00	20.00	120.00	400.00	280.00	80.00			70.00	35.00

Dr. 3710 Cr. 1311 Cr. 1312 Cr. 1313 Cr. 1315 Cr. 1316 Cr. 1319 Cr. 1600 Cr. 8000 Cr. 8100 Cr. 9000 Cr. 9892 Cr. 9893
 Cr. 1312 Cr. 1313 Cr. 8000 Cr. 8100

S19/1606/27

CLEARANCE REGISTER

Rev. 323

Prior Year Approp. Adj. 11.	Sundry Accts. Amount	Account
	12.	
	20.00	Cr. 1315
	10.00	Cr. 1316
20.00	5.00	Cr. 1319
50.00		
	70.00	
	35.00	

MAY 1987365
AUGUST 1998

Cr. 9893

SAM—STANDARD ENTRIES

_____10508 **Illustration**

SAM—STANDARD ENTRIES

ILLUSTRATION

ENTRY NO. 9 - [ACCOUNTS RECEIVABLE ARE WRITTEN OFF] _____ 10509

(Revised ~~12/09~~)

~~_____10/2015)~~

Nature of Transaction:

Accounts

This entry is made to write-off outstanding accounts receivable ~~are written off~~(AR) from department's accounts.

Authority:

Government Code (GC) section 13941 provides that under certain conditions state departments may file applications with the State Controller's Office (SCO) for discharge from accountability for the collection of taxes, licenses, fees, or other money due and payable to the state. In addition, GC section 13943.2 provides that upon approval by the California Victim Compensation and Government Claims Board (VCGCB), departments may refrain from collecting taxes, license, fees, or money owed to the state if the amount to be collected is five hundred (\$500) or less and the amount owed to the state is uncollectible or does not justify the cost of collection.

Information:

In accordance with SAM sections 8776.6 and 8790 all state departments will try collection and offset efforts before they file a discharge from accountability application with the SCO. If efforts are not successful departments may:

- Write off ARs upon receipt of an approved Application for Discharge from Accountability Form, STD. 27 from the ~~State Controller's Office (SCO). Accounts receivable.~~
- Write off ARs of less than \$500 ~~can be written off if the California Victim Compensation and Government Claims Board (VCGCB) if the VCGCB~~ has provided blanket authority to the department. ~~(See SAM Section 8776.6).~~
Cash See SAM section 8776.6.
- Write off cash shortages ~~may be written off~~ without approval in certain instances. ~~(See SAM Section 8072).~~ section 8072.

Deficiencies in an established fund balance (e.g., revolving fund, depositors' trust fund, or uncleared collections) are not written off by this entry.

Source Document:

Approved Application for Discharge from Accountability Form, STD. 27

Blanket authority (SAM section 8776.6)

Cash shortage report (SAM section 8072).

Journal Entry for General Ledger Accounts: of Deferred Receivables for write-off of ARs:

Debit:

~~1600- Provision for Deferred Receivables-a/~~

~~3730 Uncleared Collections b/~~

~~8000 Revenue c/~~

~~8100 Reimbursements d/~~

SAM—STANDARD ENTRIES

~~9000 Appropriation Expenditures e/~~
~~9892 Prior Year Revenue Adjustments f/~~
~~9893 Prior Year Appropriations Adjustments g/~~
~~a/~~

Credit:

~~1311 Accounts Receivable-Abatements h/~~
1312 Accounts Receivable-Reimbursements ib/
1313 Accounts Receivable-Revenue jc/
1315 Accounts Receivable-Dishonored Checks k/d/
1316 Accounts Receivable-Cash Shortages le/
1319 Accounts Receivable-Other m/f/

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 9 - [ACCOUNTS RECEIVABLE ARE WRITTEN OFF] 10509 (Cont.1)
(Revised 10/2015)

a/- amount of accounts receivable for deferred revenue, deferred reimbursements, or other deferred accounts receivable.

b/- amount of Accounts Receivable-Reimbursements

c/ amount of Accounts Receivable-Revenue.

d/ amount of Accounts Receivable-Dishonored Checks.

e/ amount of Accounts Receivable-Cash Shortages.

f/ amount of accounts receivable for abatements, reimbursements, dishonored checks, or identified cash shortages, applicable to reverted appropriations or other accounts receivable not otherwise classified.

Journal Entry for write-off of ARs:

Debit:

8000 Revenue g/

9892 Prior Year Revenue Adjustments h/

Credit:

1313 Accounts Receivable-Revenue i/

Debit:

8100 Reimbursements j/

9893 Prior-Year Appropriations Adjustments k/

Credit:

reimbursements which according to law augment the appropriation
1312 Accounts Receivable-Reimbursements l/

Debit:

9000 Appropriation Expenditures m/

9893 Prior-Year Appropriations Adjustments k/

Credit:

1311 Accounts Receivable-Abatements n/

g/ amount of current at the time of their being ordered into the Treasury:

e/- amount of year accounts receivable for dishonored checks or identified cash shortages applicable to revenue and all accounts receivable for unidentified cash shortages.

d/- amount of accounts receivable for reimbursements, dishonored checks, or identified cash shortages, applicable to current fiscal year appropriation reimbursements.

e/- amount of accounts receivable for abatements, dishonored checks, or identified cash shortages, applicable to current fiscal year appropriation expenditures.

f

h/ amount of accounts receivable which relate to dishonored checks or identified cash shortages applicable to revenue which was identified as being earned as of the preceding June 30.

i/ amount of Accounts Receivable-Revenue.

j/ amount of accounts receivable for reimbursements, dishonored checks, or identified cash shortages, applicable to current fiscal year appropriation reimbursements.

k

SAM—STANDARD ENTRIES

~~(Continued)~~

SAM—STANDARD ENTRIES

~~(Continued)~~

~~ENTRY NO. 9 [ACCOUNTS RECEIVABLE ARE WRITTEN OFF] — 10509 (Cont. 1)
(Revised 12/09)~~

~~g/ amount of accounts receivable for abatements, reimbursements, dishonored checks, or identified cash shortages, applicable to prior years appropriations but not yet reverted.~~

~~h/ amount of Accounts Receivable-Abatements.~~

~~i/ amount of Accounts Receivable-Reimbursements.~~

~~j/ amount of Accounts Receivable-Revenue.~~

~~k/ amount of Accounts Receivable-Dishonored Checks.~~

~~l/ amount of Accounts Receivable-Cash Shortages-Reimbursements.~~

~~m/ amount of accounts receivable for abatements, reimbursements, dishonored checks, or identified cash shortages, applicable to reverted appropriations or other accounts receivable not otherwise classified-current fiscal year appropriation expenditures.~~

Source

Document:

~~Approved Application for Discharge from Accountability or blanket authority (SAM Section 8776.6), or a cash shortage report (SAM Section 8072).~~

Explanation:

~~Government Code (GC) Section 13941 provides that under certain conditions state departments may file applications with the SCO for discharge from accountability for the collection of taxes, licenses, fees, or other money due and payable to the state. However, departments will not file an application with the SCO until they have attempted collection through the offset claim procedures detailed in SAM Sections 8790. All applications filed with the SCO must state the offset steps undertaken.~~

~~In addition, GC Section 13943.2 provides that upon authorization of the VCGCB, departments are not required to collect taxes, license, fees, or money owed to the state if the amount to be collected is five hundred (\$500) or less and the amount owed to the state is uncollectible or does not justify the cost of collection. For receivables that are not a result of a cash shortage, this entry shows the possible adjustments made to agency accounts to write off these accounts receivable.~~

~~For revenue, reimbursement, or abatement receivables that are a result of a cash shortage, this entry shows the possible adjustments made to agency accounts. If amounts in excess of actual cash collections for revenue, reimbursement, or abatement transactions have been remitted to the State Treasury, it will be necessary for the agency to short the next remittance to the Treasury for such amounts included in this entry.~~

~~Deficiencies in an established fund balance (e.g., revolving fund, depositories' trust fund, or uncleared collections) are not written off by this entry.~~

SAM—STANDARD ENTRIES

[n/ amount of Accounts Receivable-Abatements.](#)

SAM—STANDARD ENTRIES

ENTRY NO. 10 – GENERAL CASH IS DISBURSED

10510

(Revised 2/9910/2015)

Nature of Transactions:

This entry is made to record cash being disbursed from the department's General Cash account.

Information:

Cash is disbursed from the agency's department's General Cash account as refunds to payers, as remittances to the State Treasury, or to banks for dishonored checks.

Journal Entry for General Ledger Accounts:

~~Debit:~~

1150	Cash in Transit to State Treasury	_____	a/
1315	Accounts Receivable—Dishonored Checks	_____	b/
3730	Uncleared Collections	_____	c/
8000	Revenue	_____	d/
9892	Prior Year Revenue Adjustments	_____	e/

~~Credit:~~

1110	General Cash	_____	f/
------	--------------	-------	----

~~a/ = amount of general cash remitted for deposit in the State Treasury.~~

~~b/ = payments to banks for dishonored checks.~~

~~c/ = amount of suspense items refunded to payers and/or any unclaimed moneys in the General Cash account remitted to the State Treasury for deposit in the Special Deposit Fund.~~

~~d/ = amount of revenue refunded to payers.~~

~~e/ = amount of prior year revenue refunded to payers.~~

~~f/ = total cash disbursements.~~

Source:

Document:

~~General Cash Check~~

~~Register:~~

~~General Cash Disbursement Register~~

~~(Continued)~~

SAM—STANDARD ENTRIES

~~(Continued)~~

~~ENTRY NO. 10~~

10510 (Cont. 1)

~~(Revised 2/99)~~

Explanation:

All general cash disbursements are made by check ~~or the Electronic Fiscal Input Transaction System (eFITS)~~. General cash disbursements by coin or currency are not permitted. Refunds to payers because of denied applications or for other reasons are made daily or as refunds are determined and approved. Remittances to the State Treasury of revenue, expenditure abatements, and reimbursements are made at least once each month or more frequently if volume warrants or special regulations require. ~~All checks for remittance to the treasury are made payable to the State Treasurer.~~ (See SAM ~~Section~~section 80918091 for remittance procedure.)

State ~~agencies~~departments are notified by banks whenever checks are dishonored. Upon notice that a check has been dishonored, the ~~agency~~department reimburses the bank with a check drawn upon the ~~agency~~department General Cash account. Accounts Receivable—Dishonored Checks is debited at the time this check is drawn. When another check or legal tender is substituted by the drawer, General Cash is debited and Accounts Receivable—Dishonored Checks is credited. (See Entry No. 11 for alternate ~~procedure~~.)dishonored check entry.

Dishonored checks relating to revolving fund or ~~agency~~department trust transactions are cleared with checks drawn against the respective revolving fund or ~~agency~~department trust accounts. In such cases, the revolving fund receivable or depositor's account will be debited instead of Accounts Receivable—Dishonored Checks.

Source Document:

General Cash Check

Register:

General Cash Disbursement Register~~Transfer of Unclaimed Checks~~

Journal Entry for General Cash remitted to State Treasury:

Debit:

1115 General Cash, Remittance in Transit a/

1150 Cash in Transit to State Treasury a/

Credit:

1110 General Cash b/

a/ amount of general cash remitted for deposit in the State Treasury;

b/ total cash disbursements.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. ~~If a general cash check dated before January 1, 1998 is (1) returned in the mail and the agency is unable to locate the payee, or (2) is outstanding for two years, the check is canceled in the General Cash Disbursements Register by recording the amount of the check as a debit to General Cash and a credit to Uncleared Collections. A check is drawn payable to the State Treasurer to remit this amount to the Special Deposit Fund Unclaimed Trust Account. (See SAM Section 18424.5). The amount of this check is recorded as a debit to Uncleared Collections and a credit to General Cash.~~

SAM—STANDARD ENTRIES

~~ENTRY NO. 10~~ – [GENERAL CASH IS DISBURSED]

10510 (Cont.1)

(Revised 10/2015)

Journal Entry for payment of dishonored check:

Debit:

1315 Accounts Receivable—Dishonored Checks c/

Credit:

1110 General Cash d/

c/ payments to banks for dishonored checks.

d/ total cash disbursements.

Journal Entry for refunds to payers:

Debit:

3730 Uncleared Collections e/

8000 Revenue f/

9892 Prior Year Revenue Adjustments g/

Credit:

1110 General Cash h/

e/ amount of suspense items refunded to payers

f/ amount of revenue refunded to payers.

g/ amount of prior year revenue refunded to payers.

h/ total cash disbursements.

SAM—STANDARD ENTRIES

ENTRY NO. 11 – [ALTERNATE ENTRY FOR DISHONORED CHECKS]

10511

(Revised 5/8710/2015)

Nature of Transaction:

This entry is an alternate method to record payment of dishonored checks.

Information:

Cash is disbursed from the agency's department's General Cash account to reimburse banks for dishonored checks. (This alternate procedure is to be used by agencies departments that desire to charge dishonored checks to revenue accounts previously credited.)

Journal Entry for General Ledger Accounts:

Debit:

<u>1315</u>	<u>Accounts Receivable—Dishonored Checks</u>	<u>a/</u>
<u>3110</u>	<u>Due to Other Funds or Appropriations</u>	<u>b/</u>
<u>8000</u>	<u>Revenue</u>	<u>c/</u>
<u>8100</u>	<u>Reimbursements</u>	<u>d/</u>

Credit:

<u>1110</u>	<u>General Cash</u>	<u>e/</u>
<u>1600</u>	<u>Provision for Deferred Receivable</u>	<u>f/</u>

a/ total amount of dishonored checks purchased.

b/ amount of dishonored checks previously accounted as revenue collected for other funds.

c/ amount of dishonored checks previously accounted as revenue.

d/ amount of dishonored checks applicable to reimbursements that are not to be accounted as reimbursements until collected or until ordered into the State Treasury.

e/ total amount of dishonored checks purchased.

f/ amount of dishonored checks that will not be credited to income accounts until collected and the receivables for which must be fully reserved (b+c+d).

Source:

Document:

Bank debit notice of dishonored checks

Register:

General Cash Disbursements Register

(Continued)

SAM—STANDARD ENTRIES

(Continued)

~~ENTRY NO. 11~~

10511 (Cont. 1)

(Revised 5/87)

Explanation:

This entry ~~shows the~~ is an alternate procedure for recording dishonored checks to that shown in Entry No. 10. ~~It would actually be made as a part of Entry No. 10, and the explanation pertaining to General Cash disbursements under that entry applies~~10. This entry directly adjusts the accounts affected by dishonored check transactions. When the dishonored check is redeposited or a replacement check is received:

- •—— increase the cash and revenue accounts, and
- •—— decrease the receivable and provision accounts.

At year-end, accrue the amount of dishonored checks expected to be collected in the next fiscal year.

~~At year end, accrue the amount of dishonored checks expected to be collected in the next fiscal year. (For See Adjusting Entry No. A-9 for a similar accounting entry, see Adjusting Entry No. A-9.)~~

Source Document:

Bank debit notice of dishonored checks

Register:

General Cash Disbursements Register

SAM—STANDARD ENTRIES

Journal Entry for payment of dishonored check:

Debit:

1315 Accounts Receivable—Dishonored Checks a/

Credit:

1110 General Cash a/

AND

Debit:

3110 Due to Other Funds or Appropriations b/

8000 Revenue c/

8100 Reimbursements d/

Credit:

1600 Provision for Deferred Receivable e/

a/ total amount of dishonored checks purchased.

b/ amount of dishonored checks previously accounted as revenue collected for other funds.

c/ amount of dishonored checks previously accounted as revenue.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. ~~42~~ 1054211 – [ALTERNATE ENTRY FOR DISHONORED CHECKS]
10511 (Cont.1)

(Revised 5/8710/2015)

d/ amount of dishonored checks applicable to reimbursements that are not to be accounted as reimbursements until collected or until ordered into the State Treasury.

e/ amount of dishonored checks that will not be credited to income accounts until collected and the receivables for which must be fully reserved.

SAM—STANDARD ENTRIES

ENTRY NO. 12 – [CONTROLLER'S RECEIPT IS RECEIVED]

10512

(Revised 10/2015)

This entry is made to clear the Cash in Transit to State Treasury account and to liquidate the Nature of Transaction:

uncleared collections account when the department receives the Controller's receipt (Receipt.

Information:

The Controller's Receipt is the certification copy of either the Controller's Remittance Advice Form CA21) ordering CA 21 or the Report to State Controller of Remittance to State Account, Form CA 21A which orders the cash into the State Treasury. (This entry is recorded as of the date on the Controller's Receipt.)

Cash in Transit to State Treasury may be comprised of (1) amounts pertaining to the departments operating fund and/or (2) amounts representing salary overpayments being remitted to the State Payroll Revolving Fund.

Uncleared collections may be comprised of reimbursements and/or amounts representing salary overpayments being remitted to the State Payroll Revolving Fund.

Included in this entry is the application of reimbursements of the type that, according to law, must be credited to the appropriation current at the time moneys are ordered into the State Treasury.

When a Controller's Receipt is received by the agency. (This entry is made in the agency accounts as a transaction of the month indicated by the date of the Controller's receipt.) department the corresponding remittance advice is removed from the uncleared file, compared with the receipt to note any differences, and then discarded. The Controller's Receipt is the only copy filed in the cleared file.

Source Document:

Controller's Receipt (Certification copy of Controller's Remittance Advice Form CA 21 or Report to State Controller of Remittance to State Account, Form CA 21A)

Register:

Controller's Receipts Register (if volume justifies)

Journal Entry for General Ledger Accounts:

Debit:

~~Debit:~~

1140—_Cash in State Treasury——_a/

~~Credit:~~

Credit:

1115 General Cash, Remittance in Transit b/

1150—_Cash in Transit to State Treasury——_b/

Note 1: -The following entry is made when the agencydepartment receives the certification copy of Controller's Remittance Advice, Form CA21CA 21 or Report to State Controller of Remittance to State Account, Form CA 21A, for salary overpayments ordered into the State Treasury to the credit of the State Payroll Revolving Fund.

SAM—STANDARD ENTRIES

(Continued)

(Continued)

~~Debit:~~

ENTRY NO. 12 – [CONTROLLER'S RECEIPT IS RECEIVED] 10512 (Cont.1)
(Revised 10/2015)

Debit:

3730—_Uncleared Collections——_c/

Credit:

1115 General Cash, Remittance in Transit d/

1150—_Cash in Transit to State Treasury——_d/

Note 2: The following entry is also made for the amount of reimbursements included in "c" which, according to law, must be applied to the appropriation current at the time moneys are ordered into the State Treasury.

Debit:

3730—_Uncleared Collections——_e/

Credit:

8100—_Reimbursements——_e/

a/——_amount credited to funds other than the State Payroll Revolving Fund.

b/——_total amount of cash in transit credited to treasury funds by the State Controller's Office.

c/—_amount of salary overpayments collected from employees and remitted by the agency to the credit of the State Payroll Revolving Fund. (See [Section SAM section 8593.2](#) for explanation of such transactions.)

d/——_Same as "c/".

e/——_amount now applied reimbursements.

~~(Continued)~~

SAM—STANDARD ENTRIES

~~(Continued)~~

~~ENTRY NO. 12~~

~~10512 (Cont. 1)~~

~~(Revised 5/87)~~

~~Source:~~

~~Document:~~

~~Controller's receipt (Certification copy of Controller's Remittance Advice Form CA21)~~

~~Register:~~

~~Controller's Receipts Register (if volume justifies)~~

~~Explanation:~~

~~This entry is made to clear the Cash in Transit to State Treasury account and to liquidate the Uncleared Collections Account when the agency receives the Controller's certification of cash ordered into the State Treasury. Cash in Transit to State Treasury may be comprised of (1) amounts pertaining to an agency operating fund and/or (2) amounts representing salary overpayments being remitted to the State Payroll Revolving Fund. Uncleared Collections may be comprised of (1) Reimbursements and/or amounts representing salary overpayments being remitted to the State Payroll Revolving Fund.~~

~~Included in this entry~~ also is the application of reimbursements of the type that, according to law, must be credited to the appropriation current at the time moneys are ordered into the State Treasury.

~~When~~ Controller's receipts are received by the agency, corresponding remittance advices are removed from the uncleared file, compared with the receipts to note any differences, and then discarded. The Controller's receipted copy is the only copy filed in the cleared file.

~~(Continued)~~

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 12

10512 (Cont. 2)

(Revised 5/87)

CONTROLLER'S RECEIPTS REGISTER

Date	Receipt Number	Amount of Receipt	Cash in State Treasury	Accounts Receivable-- Abatements	Reimbursements To Be Applied
		1.	2.	3.	4.
4-5	1171	1,400.00	1,400.00		100.00
4-6	1250	2,350.00	2,276.00	74.00	
4-8	1345	1,800.00	1,800.00		
4-10	1451	900.00	900.00		
4-15	1452	6,600.00	6,574.00	26.00	
4-20	1501	450.00	450.00		
4-25	1550	2,650.00	2,650.00		200.00
4-30	1600	17,900.00	17,900.00		4,700.00
		34,050.00	33,950.00	100.00	5,000.00

<u>CONTROLLER'S RECEIPTS REGISTER Date</u>	<u>Receipt Number</u>	<u>Amount of Receipt</u>	<u>Cash in State Treasury</u>	<u>Accounts Receivable-- Abatements</u>	<u>Reimbursements To Be Applied</u>
		1.	2.	3.	4.
4-5	1171	1,400.00	1,400.00		100.00
4-6	1250	2,350.00	2,276.00	74.00	
4-8	1345	1,800.00	1,800.00		200.00
4-10	1451	900.00	900.00		
4-15	1452	6,600.00	6,574.00	26.00	
4-20	1501	450.00	450.00		
4-25	1550	2,650.00	2,650.00		
4-30	1600	17,900.00	17,900.00		4,700.00
		34,050.00	33,950.00	100.00	5,000.00

Cr. 1115/1150 _____ Dr. 1140 _____ Dr. 1311 _____
 _____ Dr. 3730

_____ Cr. 8100

SAM—STANDARD ENTRIES

SAM—STANDARD ENTRIES

~~ENTRY NO.~~ ENTRY NO. 13 – [CASH ON HAND]

10513

(Revised ~~5/87~~10/2015)

Nature of Transaction:

~~Cash is~~ This entry is made to record cash received that is not expected to be deposited.

Journal Entry for General Ledger Accounts:

~~Debit:~~

~~1190~~ Cash on Hand

Information:

~~Credit:~~

~~3730~~ Uncleared Collections

Source:

Document:

Cash Receipt

~~Register:~~

Cash on Hand Register

Explanation:

When cash or checks are received that (1) normally will be returned to payers without being deposited, such as bid deposits, or (2) are payments of smaller amounts than are due the ~~State~~state which if deposited would prejudice the ~~State's~~state's right to make further collections, they are retained in ~~agency~~the department's custody as cash on hand until their final disposition is determined. These items subsequently will be either (1) returned to the payers or (2) applied and deposited in the General Cash account.

Agencies

Departments will maintain a register of such items received, ~~on which subsequently.~~ This register will ~~be noted~~note the date ~~on which~~ each item is returned or deposited. ~~The open~~Open items in this register will be ~~proved~~verified or reconciled monthly to the amount of such cash on hand and to the balance of ~~the General Ledger~~ Account No. 1190.

When ~~these~~ items are returned to the payers or deposited the ~~above~~ entry below is reversed. When these items are deposited in the General Cash account, the amount is recorded in the General Cash Receipts Register and included in Entry No. 7.

Source Document:

Cash Receipt

~~Register:~~

Cash on Hand Register

Journal Entry for Cash on Hand:

SAM—STANDARD ENTRIES

Debit:

1190 Cash on Hand

Credit:

3730 Uncleared Collections

SAM—STANDARD ENTRIES

ENTRY NO. 14 – PREPAYMENT TO OTHER FUNDS OR APPROPRIATIONS 10514

(Revised 2/99/10/2015)

Nature of Transaction:

This entry is made to record the amount advanced from the department's appropriation or fund to a service agency or fund such as the Service Revolving Fund.

Information:

A transfer is received from the State Controller's Office ~~State Controller's Office~~ for an amount advanced from the agency's ~~department's~~ appropriation or fund to a service agency. (This entry is recorded as a transaction of the month indicated by of the date of on the Controller's Reserved Appropriation Advance.)

Journal Entry for General Ledger Accounts:

Debit:

1730 ~~Prepayments to Other Funds or Appropriations~~

Credit:

1140 ~~Cash in State Treasury~~

Source:

Document:

Controller's Reserved Appropriation Advance

Register:

Controller's Transfer Register (if volume warrants)

Explanation:

This entry is made to record the amount advanced from the agency's appropriation or fund to a service agency or fund such as the Service Revolving Fund. This entry will not be used to record advances to the Water Resources Revolving Fund, the State Highway Account, State Transportation Fund, or the Architecture Revolving Fund. -Advances to these funds will be recorded as shown in Entry No. 17.

Note:- This entry would be reversed for any portion of the advance returned from the service agency or fund.

Source Document:

Controller's Reserved Appropriation Advance

Register:

Controller's Transfer Register (if volume warrants)

Journal Entry for Prepayment to Other Funds or Appropriations:

SAM—STANDARD ENTRIES

Debit:

1730 Prepayments to Other Funds or Appropriations

Credit:

1140 Cash in State Treasury

SAM—STANDARD ENTRIES

ENTRY NO. 15 _____ 1051516 – [OFFICE OF STATE PUBLISHING]

10516

(Revised ~~2/99~~10/2015)

Nature of Transaction:

~~"NO WARRANT" claims are settled. (This entry will be accounted as a transaction ofis made to record the month indicatedpayment by the date of the Controller's No-Warrant Transaction.)~~

~~Journal Entry for General Ledger Accounts:~~

~~Debit:~~

~~3020—Claims Filed~~

~~Credit:~~

~~1140—Cash in State Treasury~~

~~Source:~~

~~Document:~~

~~Controller's No-Warrant Transaction~~

~~Register:~~

~~Controller's Transfer Register (if volume justifies use of registers)~~

Explanation:

This entry records the settlement of "NO WARRANT" claims.

SAM—STANDARD ENTRIES

ENTRY NO. 16

10516

(Revised 5/87)

Nature of Transaction:

A State Controller's Journal Entry is received for services from the Office of State Printing. This entry is recorded as a transaction of the date of the Controller's document Office (SCO) to the Office of State Publishing (OSP) for printing services and/or supplies received.

Information:

SCO's Notice of Transfer journal entry is received for services from OSP (this entry is recorded as of the date on the SCO journal entry). Departments will have previously received copies of Publishing Order, Std. Form 67, and the OSP's, Notice of Electronic Fund Transfer request. See SAM section 8471.2, Electronic Fund Transfer for Department of General Services' Invoices.

Note: The entries below will be reversed for any SCO journal entries that reverse amounts from previous journal entries.

Source Document:

SCO's Notice of Transfer
Publishing Order, Std. Form 67
OSP's Notice of Electronic Fund Transfer request

Register:

Controller's Journal Entry Register (if volume warrants)

Journal Entry for General Ledger Accounts: services/supplies received:

Debit:

5350— Reserve for Encumbrances

Credit:

6150 Encumbrances

AND

Debit:

9000— Appropriation Expenditures (or other appropriate expenditure account)

Credit: Credit:

1730— Prepayment to Other Funds or Appropriations

6150— Encumbrances

Source:

Document:

Controller's Journal Entry supported by copies of Std. Form 67 and journal entry request.

Register:

Controller's Journal Entry Register (if volume warrants)

SAM—STANDARD ENTRIES

ENTRY NO. Explanation:

17 – [PREPAYMENTS TO A CONSTRUCTION AGENCY]

10517

(Revised 10/2015)

This entry is made to record the transfer of the estimated project cost to the fund under control of the department doing the work.

Information:

A State Controller's Office (SCO), Notice of

~~This entry is made to record the Controller's Journal Entry for payment to the Office of State Printing for printing services and/or supplies received. Agencies will have previously received copies of Printing Requisition Invoice, Std. Form 67, and the Office of State Printing's journal entry request. (See SAM Chapter 8400)~~

~~The entries would be reversed for State Controller's Journal Entries that reverse previous journal entries.~~

SAM—STANDARD ENTRIES

~~ENTRY NO. 17~~

10517

~~(Revised 5/87)~~

Nature of Transaction:

~~A Controller's Transfer is received relating to a Public Works Project Authorization and Transfer Request or other document authorizing work to be performed for the agency by the (1) Office of The State Architect, (2) Department of Transportation, or (3) Department of Water Resources. (This department by the (1) Division of The State Architect, (2) Department of Transportation, or (3) Department of Water Resources. (This entry is recorded as of the date on the SCO journal entry is made as of the month indicated by the date of the Controller's Transfer.)~~

Journal Entry for General Ledger Accounts:

~~Debit:~~

~~1730 Prepayments to Other Funds or Appropriations a/
5350 Reserve for Encumbrances b/
9000 Appropriation Expenditures c/
9893 Prior-Year Appropriation Adjustments d/~~

~~Credit:~~

~~1140 Cash in State Treasury a/
and
5330 Reserve for Prepaid Items e/

6150 Encumbrances b/~~

~~a/ amount transferred to the respective funds or appropriations.~~

~~b/ amount of encumbrance liquidated by the transfer.~~

~~c/ amount chargeable to appropriations currently available for encumbrance.~~

~~d/ amount chargeable to prior-year appropriations no longer available for encumbrance but not yet reverted.~~

~~e/ total amount of transfers.~~

~~(Continued)~~

SAM—STANDARD ENTRIES

~~(Continued)~~

~~ENTRY NO. 17~~

10517 (Cont. 1)

~~(Revised 5/87)~~

Source:

Document:

~~Controller's Transfer supported by an approved transfer request.~~

Register:

~~Controller's Transfer Register (if volume justifies.)~~

Explanation:

Upon receipt of an approved transfer request, the State Controller's Office transfers the estimated amount of the project cost to the fund under control of the agency doing the work. At this time the transaction is recorded as an appropriation expenditure and also as a fully-reserved prepayment.

The transfer will be accounted as an expenditure of the fiscal year in which the Controller's Transfer is dated, ~~unless.~~ Unless the transfer request was approved and encumbered prior to the June 30 on which the availability of the appropriation for encumbrance expired but the transfer is made in the following fiscal year.

Source Document:

SCO's Notice of Transfer and supported by an approved transfer request.

Register:

Controller's Transfer Register (if volume justifies.)

SAM—STANDARD ENTRIES

Journal Entry for transfer of estimated project cost:

Debit:

1730 Prepayments to Other Funds or Appropriations a/

Credit:

5330 Reserve for Prepaid Items b/

AND

Debit:

9000 Appropriation Expenditures c/

9893 Prior-Year Appropriation Adjustments d/

Credit:

1140 Cash in State Treasury a/

a/ amount transferred to the respective funds or appropriations.

b/ total amount of transfers.

c/ amount chargeable to appropriations currently available for encumbrance.

d/ amount chargeable to prior-year appropriations no longer available for encumbrance but not yet
reverted.

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 17 – [PREPAYMENTS TO A CONSTRUCTION AGENCY] 10517 (Cont.1)
(Revised 10/2015)

Journal Entry to liquidate Encumbrance made by the transfer:

Debit:

5350 Reserve for Encumbrances e/

Credit:

6150 Encumbrances e/

e/ amount of encumbrance liquidated by the transfer.

SAM—STANDARD ENTRIES

ENTRY NO. 18 - [EXPENDITURES FOR PROJECT PREPAYMENTS ARE REPORTED BY A CONSTRUCTION AGENCY]

10518

(Revised 09/10/2015)

Nature of Transaction:

This entry is made to record the expenditures reported by a construction agency against the prepayments.

Information:

Reports of expenditures made during the fiscal year from project advances on projects prepayments to construction agencies, not yet completed, are received from the Department of Transportation or Department of Water Resources.

Journal Entry for General Ledger Accounts:

Debit:

2350 Construction Work in Progress a/
5330 Reserve for Prepaid Items b/

Credit:

1730 Prepayments to Other Funds or Appropriation b/
5200 Investment in General Fixed Assets a/

a/—amount of expenditures on projectsWhen construction agencies report to client departments the expenditures made from prepayments, the prepayment account and the contra reserve account are reduced by the amount of such expenditures, thereby reducing the prepayment account to the amount still unexpended by the construction agency.

If the expenditures are for a project that will be capitalized in the property records, the expenditure amount on uncompleted projects will be debited to GL 2350 and credited to GL 5200. No entry to the expenditure accounts when completed is required since the total amount advanced is accounted as an expenditure.

Source Document:

Reports of expenditures by construction agencies b/

Journal Entry to reduce prepayment account:

Debit:

5330 Reserve for Prepaid Items a/

Credit:

1730 Prepayments to Other Funds or Appropriation a/

a/ amount of expenditures made during the period of the report, both for projects that will be capitalized upon completion and other work that will not be capitalized.

Source:

Document:

Journal Entry to record capitalized property:

SAM—STANDARD ENTRIES

Debit:

2350 Construction Work in Progress b/

Credit:

5200 Investment in Capital Assets b/

b/ amount of expenditures on projects that will be capitalized in the property accounts when completed.

~~Reports of expenditures by construction agencies.~~

Explanation:

~~When construction agencies report to client agencies the expenditures made from prepayments, the prepayment account and the contra reserve are reduced by the amount of such expenditures, thereby reducing the prepayment account to the amount still unexpended by the construction agency. If the expenditures are for a project that will be capitalized in the property records, the amount of such expenditures on uncompleted projects also will be debited to Account No. 2350 and credited to Account No. 5200. No entry to the expenditure accounts is required since the total amount advanced will have been accounted as an expenditure.~~

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 18.A-

- [AN INTERNALLY GENERATED CAPITAL

ASSET

IN PROGRESS ~~HAS ASSOCIATED COSTS~~ _____] _____

10518 (Cont.-1)

~~(Added 09/10)~~

~~Nature of Transaction:~~

~~(Revised 08/2015)~~

Information:

An internally generated tangible or intangible asset meets the criteria for capitalization and the development costs associated with the asset are recorded as in progress in GLANGL 2350 or 2430. It is recommended this journal entry be recorded at least quarterly. -See SAM section 8600 for ~~detailed criteria-~~ 8600, Purpose and Objective of Property Accounting.

Journal Entry for General Ledger Accounts: work in progress:

Debit:

2350- ~~Construction Work in Progress-~~

2430- ~~Internally Generated Intangible Assets in Progress~~

Credit:

5200 Investment in Capital Assets

SAM—STANDARD ENTRIES

SAM—STANDARD ENTRIES

ENTRY NO. 19 - [A PROJECT IS COMPLETED BY A CONSTRUCTION AGENCY]

10519

(Revised ~~09/10/2015~~)

Nature of Transaction:

This entry is made to record any unexpended balance in the project prepayment that is returned to the department's appropriation. Concurrently the cost of the project now completed is entered in the capital asset accounts.

Information:

The Office/Division of the State Architect, Department of Transportation, or the Department of Water Resources reports a project completed, and the State Controller's Office (SCO) returns by transfer the unexpended portion of prepayments to the agency's department's appropriation. (This entry is made recorded as a transaction of the month indicated by date on the date of the Controller's Transfer.) SCO journal entry.

Journal Entry for General Ledger Accounts:

Debit:

- ~~1140 Cash in State Treasury _____ a/~~
- ~~2331 Improvements Other than Buildings _____ b/~~
- ~~2341 Equipment _____ c/~~
- ~~5330 Reserve for Prepaid Items _____ d/~~

Credit:

- ~~1730 Prepayments to Other Funds or Appropriation _____ d/~~
- ~~2350 Construction Work in Progress _____ e/~~
- ~~5200 Investment in Capital Assets _____ f/~~
- ~~9000 Appropriation Expenditures _____ g/~~
- ~~9891 Refunds to Reverted Appropriations _____ h/~~
- ~~9893 Prior-Year Appropriation Adjustments _____ i/~~

- ~~a/ amount of prepayments unexpended and now returned.~~
- ~~b/ total cost of improvements other than buildings now being capitalized, including preliminary planning costs as reported by the Office of the State Architect whether or not paid from an appropriation made to the agency.~~
- ~~c/ total cost of any equipment included in the project now being capitalized.~~
- ~~d/ amount of prepayments still outstanding on the agency's books for the particular project now completed.~~
- ~~e/ amount previously accounted in this account and as a reduction of prepayments for the particular project now completed.~~
- ~~f/ amount of the difference between the amount previously accounted as Construction Work in Progress and the amount capitalized (b+c-e).~~
- ~~g/ amount of "a" that is applicable to an appropriation still available for encumbrance.~~
- ~~h/ amount of "a" that is applicable to an appropriation that has reverted.~~

SAM—STANDARD ENTRIES

~~i/ amount of "a" that is applicable to an appropriation no longer available for encumbrance but not yet reverted.~~

~~(Continued)~~

SAM—STANDARD ENTRIES

~~(Continued)~~

~~ENTRY NO. 19~~ [A PROJECT IS COMPLETED BY A CONSTRUCTION AGENCY]

10519 (Cont. 1)

~~(Revised 09/10)~~

Source:

Document:

~~Controller's Transfer supported by a project completion report.~~

Explanation:

After a project is completed a report is issued by the construction agency and any unexpended balance in the project prepayment is returned to the ~~client agency's~~department's appropriation. Concurrently the cost of the project now completed, including preliminary planning costs, if a capital improvement as distinguished from a maintenance or repair project, is entered in the capital asset accounts. The project completion report relating to such projects will be analyzed as to the amounts of (1) equipment and (2) improvements other than buildings included in the project. ~~(See SAM Section 8613.)~~See SAM section 8613, Improvements Other than Buildings.

Nature of Transaction:

Source Document:

SCO's Notice of Transfer and supported by a project completion report.

Journal Entry for unexpended and returned prepayments:

Debit:

5330 Reserve for Prepaid Items a/

Credit:

1730 Prepayments to Other Funds or Appropriation a/

AND

Debit:

1140 Cash in State Treasury b/

Credit:

9000 Appropriation Expenditures c/

9891 Refunds to Reverted Appropriations d/

9893 Prior-Year Appropriation Adjustments e/

a/ amount of prepayments still outstanding on the department's books for the particular project now completed.

b/ amount of prepayments unexpended and now returned.

c/ amount of "b" that is applicable to an appropriation still available for encumbrance.

d/ amount of "b" that is applicable to an appropriation that has reverted.

e/ amount of "b" that is applicable to an appropriation no longer available for encumbrance but not yet reverted.

~~(Continued)~~

SAM—STANDARD ENTRIES

(Continued)

**ENTRY NO. 19 - [A PROJECT IS COMPLETED BY
A CONSTRUCTION AGENCY]**

10519 (Cont.1)

Journal Entry to record capitalized property:

Debit:

2331 Improvements Other than Buildings f/

2341 Equipment g/

Credit:

2350 Construction Work in Progress h/

5200 Investment in Capital Assets i/

f/ total cost of improvements other than buildings now being capitalized, including preliminary planning costs as reported by The Division of the State Architect whether or not paid from an appropriation made to the construction agency.

g/ total cost of any equipment included in the project now being capitalized.

h/ amount previously accounted in this account and as a reduction of prepayments for the particular project now completed.

i/ amount of the difference between the amount previously accounted as Construction Work in Progress and the amount capitalized (f+g-h).

(Continued)

(Continued)

**ENTRY NO. 19A - [AN INTERNALLY GENERATED
CAPITAL ASSET IS COMPLETED]**

10519 (Cont.2)

(Revised 8/2015)

Information:

An internally generated tangible or intangible asset is completed and the development costs associated with that asset that were recorded as in progress in GLANGL 2350 or 2430 are recorded in the appropriate property account.

SAM—STANDARD ENTRIES

~~Journal Entry for General Ledger Accounts:~~

~~Debit:~~

~~2321 Buildings~~

~~2331 Improvements Other than Buildings~~

~~2333 Utility Plant in Service~~

~~2341 Equipment~~

~~2361 Infrastructure Non-depreciable~~

~~2362 Infrastructure Depreciable~~

~~2411 Computer Software Amortizable~~

~~2412 Land Use Rights Amortizable~~

~~2413 Patents, Copyrights, Trademarks Amortizable~~

~~2414 Other Intangible Assets Amortizable~~

~~2422 Land Use Rights Non-amortizable~~

~~2423 Patents, Copyrights, Trademarks Non-amortizable~~

~~2424 Other Intangible Assets Non-amortizable~~

~~Credit:~~

~~2350 Construction Work in Progress~~

~~2430 Internally Generated Intangible Assets in Progress~~

~~(Continued)~~

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 19 [A PROJECT IS COMPLETED BY A CONSTRUCTION AGENCY]

10519 (Cont. 2)

(Revised 09/10)

Source:

Document:

~~Notification is received that an internally generated capital asset is complete.~~

Explanation:

After an internally generated tangible or intangible asset is complete, the project completion status and total cost is determined. -Methods for determining total cost should be retained as a record of the asset value.

(See SAM section ~~8635~~ [8635 for information on Internally Generated Intangible Asset.](#))

Source Document:

Notification is received that an internally generated capital asset is complete.

Journal Entry for General Ledger Accounts:

Debit:

2321 Buildings

2331 Improvements Other than Buildings

2333 Utility Plant in Service

2341 Equipment

2361 Infrastructure-Non-depreciable

2362 Infrastructure-Depreciable

2411 Computer Software—Amortizable

2412 Land Use Rights—Amortizable

2413 Patents, Copyrights, Trademarks—Amortizable

2414 Other Intangible Assets—Amortizable

2422 Land Use Rights-Non-amortizable

2423 Patents, Copyrights, Trademarks-Non-amortizable

2424 Other Intangible Assets-Non-amortizable

SAM—STANDARD ENTRIES

Credit:

2350 Construction Work in Progress

2430 Internally Generated Intangible Assets in Progress

SAM—STANDARD ENTRIES

ENTRY NO. 20 - [CAPITAL ASSETS ARE ACQUIRED]

10520

(Revised ~~09/10/2015~~)

Nature of Transaction:

This entry is made to record capital assets that are acquired.

Information:

Capital Assets (other than those that are internally generated or obtained through project prepayments to ~~the Office~~The Division of the State Architect, the Department of Transportation, or the Department of Water Resources) are acquired.

Journal Entry for ~~General Ledger Accounts:~~capitalized assets acquired:

Debit:

2310 Land
2321 Buildings
2331 Improvements Other than Buildings
2333 Utility Plant in Service
2341 Equipment
2361 Infrastructure-Non-depreciable
2362 Infrastructure-Depreciable
2411 Computer Software—Amortizable
2412 Land Use Rights—Amortizable
2413 Patents, Copyrights, Trademarks—Amortizable
2414 Other Intangible Assets—Amortizable
2422 Land Use Rights—Non-Amortizable
2423 Patents, Copyrights, Trademarks—Non-Amortizable
2424 Other Intangible Assets—Non-Amortizable

Credit:

5200 Investment in Capital Assets

SAM—STANDARD ENTRIES

SAM—STANDARD ENTRIES

ENTRY NO. 21 - [CAPITAL ASSETS ARE WRITTEN OFF]

10521

(Revised ~~09/10/2015~~)

Nature of Transaction:

~~Capital Assets~~ This entry is to record capital assets that are written off.

Journal Entry for ~~General Ledger Accounts:~~ capital assets written off:

Debit:

5200 Investment in Capital Assets

Credit:

2321 Buildings

2331 Improvements Other than Buildings

2333 Utility Plant in Service

2341 Equipment

2361 Infrastructure-Non-depreciable

2362 Infrastructure-Depreciable

2411 Computer Software—Amortizable

2412 Land Use Rights—Amortizable

2413 Patents, Copyrights, Trademarks—Amortizable

2414 Other Intangible Assets—Amortizable

2422 Land Use Rights—Non-Amortizable

2423 Patents, Copyrights, Trademarks—Non-Amortizable

2424 Other Intangible Assets—Non-Amortizable

SAM—STANDARD ENTRIES

ENTRY NO. 22 - [CAPITAL ASSET IS ACQUIRED BY INSTALLMENT PURCHASE OR CAPITAL LEASE CONTRACT]

10522

(Revised 09/10/2015)

This entry is to record a capital asset acquired through a lease-purchase contract. Note: This entry would normally be included in Entry No. 20. It is shown here separately for clarity.

Nature of Transaction:

Information:

Capital ~~Asset~~asset is acquired by an installment purchase or capital lease (lease-purchase) contract. (See SAM Section 8632.)

Journal Entry for General Ledger Accounts:

~~Debit:~~

- ~~2310 Land a/~~
- ~~2321 Buildings a/~~
- ~~2331 Improvements Other than Buildings a/~~
- ~~2333 Utility Plant in Service a/~~
- ~~2341 Equipment a/~~
- ~~2361 Infrastructure Non depreciable a/~~
- ~~2362 Infrastructure Depreciable a/~~
- ~~2411 Computer Software Amortizable a/~~
- ~~2412 Land Use Rights Amortizable a/~~
- ~~2413 Patents, Copyrights, Trademarks Amortizable a/~~
- ~~2414 Other Intangible Assets Amortizable a/~~
- ~~2422 Land Use Rights Non Amortizable a/~~
- ~~2423 Patents, Copyrights, Trademarks Non Amortizable a/~~
- ~~2424 Other Intangible Assets Non Amortizable a/~~
- ~~2920 Amount to be Provided for Other Long Term Debt b/~~

~~Credit:~~

- ~~4210 Installment Contracts Payable b/~~
- ~~4220 Lease Purchase Contracts b/~~
- ~~5200 Investment in Capital Assets c/~~

~~a/ Specific asset type; recorded in appropriate general ledger account above recorded at lesser of fair value or present value of the minimum contract payments.~~

~~b/ Same amount as "a/" less any amount paid at inception of contract.~~

~~c/ Offset to Capital Asset Group of Accounts.~~

~~(Continued)~~

SAM—STANDARD ENTRIES

~~(Continued)~~

~~ENTRY NO. 22 [CAPITAL ASSET IS ACQUIRED BY INSTALLMENT PURCHASE OR CAPITAL LEASE CONTRACT] 10522 (Cont. 1)~~
(Revised 09/10)

~~Source:~~

~~Document:~~

~~Capital lease or installment purchase contract.~~

Explanation:

When a lease contract which is essentially an installment purchase, or an actual installment purchase contract is executed, an asset is recorded in the Capital Asset Group of Accounts. Since there is also a long-term commitment to make the lease or installment payments, a liability is also recorded in the General Long-Term Debt Account Group. ~~(See SAM Section 8632.)~~ See SAM section 8632, Installment Purchase/Capital Lease Contracts.

Source Document:

~~Capital lease or installment purchase contract.~~

Journal Entry for General Ledger Accounts:

Debit:

2310 Land a/
2321 Buildings a/
2331 Improvements Other than Buildings a/
2333 Utility Plant in Service a/
2341 Equipment a/
2361 Infrastructure-Non-depreciable a/
2362 Infrastructure-Depreciable a/
2411 Computer Software—Amortizable a/
2412 Land Use Rights—Amortizable a/
2413 Patents, Copyrights, Trademarks—Amortizable a/
2414 Other Intangible Assets—Amortizable a/
2422 Land Use Rights—Non-Amortizable a/
2423 Patents, Copyrights, Trademarks—Non-Amortizable a/
2424 Other Intangible Assets—Non-Amortizable a/ **Note:**

Credit:

5200 Investment in Capital Assets b/

AND

Debit:

2920 Amount to be Provided for Other Long-Term Debt c/

Credit:

4210 Installment Contracts Payable c/
4220 Lease-Purchase Contracts c/

SAM—STANDARD ENTRIES

a/ specific asset type; recorded in appropriate general ledger account above recorded at lesser of fair value or present value of the minimum contract payments.

b/ offset to Capital Asset Group of Accounts.

c/ same amount as "a/" less any amount paid at inception of contract.

~~This entry would normally be included in Entry No. 20. It is shown here separately for clarity.~~

SAM—STANDARD ENTRIES

ENTRY NO. 23 - [CLAIM IS FILED FOR PAYMENT ON INSTALLMENT PURCHASE OR CAPITAL LEASE CONTRACT]

10523

(Revised ~~09/10/2015~~)

Nature of Transaction:

~~Claim~~This entry is made when a claim is filed for payment on installment purchase or capital lease (lease-purchase) contract. Note: This entry would normally be included in

~~Journal~~ Entry No. 3. It is shown here separately for ~~General Ledger Accounts:~~clarity.

Information:

~~Debit:~~

~~4210~~ Installment Contracts Payable _____ a/
~~4220~~ Lease Purchase Contracts _____ a/
~~9000~~ Appropriation Expenditures _____ b/

~~Credit:~~

~~2920~~ Amount to be Provided for Other Long-Term Debt _____ a/
~~3020~~ Claims Filed _____ b/

~~a/~~ Amount of payment made on contract excluding any interest, maintenance or other operating costs.

~~b/~~ Total amount of claim.

~~Source:~~

~~Document:~~

~~Claim Schedule~~

Explanation:

At the time an installment purchase or capital lease (lease-purchase) contract is executed an asset is recorded in the Capital Asset Group of Accounts for the "principal" amount of the contract along with a long-term liability (~~see Standard Entry No. 22.~~). As claims are filed for contract payments, the total amount of the claim is charged to expenditures. However, the liability is reduced only for the amount of the payment applicable to the principal, excluding any interest, maintenance, or other operating costs.

~~Source Document:~~

~~Claim Schedule~~

~~Journal Entry for General Ledger Accounts:~~**Note:**

~~This entry would normally be included in Entry No. 3. It is shown here separately for clarity.~~

~~Debit:~~

SAM—STANDARD ENTRIES

4210 Installment Contracts Payable a/

4220 Lease-Purchase Contracts a/

Credit:

2920 Amount to be Provided for Other Long-Term Debt a/

AND

Debit:

9000 Appropriation Expenditures b/

Credit:

3020 Claims Filed b/

a/ amount of payment made on contract excluding any interest, maintenance or other operating costs.

b/ total amount of claim.

SAM—STANDARD ENTRIES

ENTRY NO. 25 – REVENUES COLLECTED IN ADVANCE ARE APPLIED 10525
(Revised 5/8710/2015)

Nature of Transaction:

Revenues This entry is made when revenues collected in advance in a prior fiscal year are credited to the revenue accounts of the fiscal year to which they apply.

Journal Entry for General Ledger Accounts: Information

Debit:

3410 Revenue Collected in Advance

Credit:

8000 Revenue

Source:

Analysis of June 30 balance of Account No. 3410.

Explanation:

This entry dated July 1 credits ~~to~~ the current fiscal year revenue accounts account amounts applicable to those accounts that were received and cleared in the prior fiscal year as revenue collected in advance but that will be earned in the current fiscal year.

If such receipts or any portion thereof were remitted and ordered into the State Treasury during the prior fiscal year as revenue collected in advance, the State Controller's Office will be requested by memoranda Transaction Request to make a similar entry. The memorandum Transaction Request will show the subsidiary accounts revenue account code to be credited and will cite the Controller's Remittance Advices on which the amounts were remitted.

Source Document:

Analysis of June 30 balance of GL 3410.

Journal Entry for General Ledger Accounts:

Debit:

3410 Revenue Collected in Advance

Credit:

8000 Revenue

SAM—STANDARD ENTRIES

ENTRY NO. 26 – [REIMBURSEMENTS COLLECTED IN ADVANCE ARE APPLIED]

10526

(Revised 5/8710/2015)

Nature of Transaction:

Reimbursements This entry is made when reimbursements collected in advance are credited to the reimbursement accounts of the fiscal year to which they apply.

Journal Entry for General Ledger Accounts: Information

Debit:

3420 Reimbursements Collected in Advance

Credit:

8100 Reimbursements

Source:

Analysis of balance of Account No. 3420 throughout the year and at June 30.

Explanation:

This entry credits to the appropriate fiscal year reimbursement amounts applicable to those accounts that were previously received and cleared as reimbursements collected in advance.

If such receipts or any portion thereof were remitted and ordered into the State Treasury as reimbursements collected in advance, the State Controller's Office will be requested by memoranda Transaction Request to make a similar entry. The memorandum Transaction Request will show the subsidiary accounts to be credited and will cite the Controller's Remittance Advices on which the amounts were remitted.

Source Document:

Analysis of GL 3420 throughout the year and at June 30.

Journal Entry for General Ledger Accounts:

Debit:

3420 Reimbursements Collected in Advance

Credit:

8100 Reimbursements

SAM—STANDARD ENTRIES

ENTRY NO. 27 – [DEPOSITS MADE TO THE CONDEMNATION DEPOSITS FUND]

10527

(Revised ~~5/87~~10/2015)

Nature of Transaction:

This entry is made when departments engaged in condemnation proceedings are required by the court to deposit a sum of money in the Condemnation Deposits Fund.

Information:

Money is transferred to the Condemnation Deposits Fund as a deposit in condemnation proceedings for acquisition of real property. (This entry is ~~made~~recorded as ~~a transaction~~ of the ~~month indicated by date on~~ the ~~date of the Controller's Transfer.~~SCO journal entry.)

Journal Entry for General Ledger Accounts:

Debit:

~~2730~~ Deposits in Condemnation Proceedings
~~9000~~ Appropriation Expenditures

Credit:

~~1140~~ Cash in State Treasury
~~5390~~ Other Reserves

Source:

Document:

Controller's Transfer

Register:

~~Controller's Transfer Register (if volume justifies).~~

Explanation:

~~Agencies engaged in condemnation proceedings are required by the court to deposit a sum of money in the Condemnation Deposit Fund.~~ The amount is determined by the court. ~~Such~~ deposits are retained in the Condemnation ~~Deposit~~Deposits Fund until the court orders payment to the grantor. In some instances the court may order an advance payment. However, usually the entire deposit remains in the Condemnation Deposits Fund until final settlement is determined by the court.

Source Document:

SCO's Notice of Transfer journal entry

Register:

Controller's Transfer Register (if volume justifies).

SAM—STANDARD ENTRIES

| Journal Entry for General Ledger Accounts:

SAM—STANDARD ENTRIES

Debit:
2730 Deposits in Condemnation Proceedings
Credit:
5390 Other Reserves

AND

Debit:
9000 Appropriation Expenditures
Credit:
1140 Cash in State Treasury

SAM—STANDARD ENTRIES

ENTRY NO. 28 – [CLAIM IS FILED FOR ACQUISITION OF PROPERTY UNDER CONDEMNATION PROCEEDINGS]

10528

(Revised ~~5/87~~10/2015)

Nature of Transaction:

~~A~~ This entry is made to record the claim ~~is~~ filed against the ~~agency's~~ department's fund and appropriation in settlement of a condemnation proceeding for acquisition of real property.

Journal Entry for General Ledger Accounts:

Information ~~Debit:~~

~~1400~~ Due from Other Funds or Appropriations ~~— a/~~
~~2310~~ Land ~~_____ b/~~
~~2331~~ Improvements Other than Buildings ~~_____ c/~~
~~5390~~ Other Reserves ~~_____ a/~~
~~9000~~ Appropriation Expenditures ~~_____ d/~~

~~Credit:~~

~~2730~~ Deposits in Condemnation Proceedings ~~_____ a/~~
~~3020~~ Claims Filed ~~_____ e/~~
~~5200~~ Investment in General Fixed Assets ~~_____ e/~~

~~a/~~ amount deposited in the Condemnation Deposits Fund for the case now being settled.

~~b/~~ amount of settlement for land acquired.

~~c/~~ amount of settlement for improvements acquired.

~~d/~~ excess of amount of settlement over amount of the deposit (if amount of judgment is less than the amount of the deposit, this entry will be the reverse of that shown).

~~e/~~ amount of claim filed settlement (b+c).

~~Source:~~

~~Document:~~

~~Claim Schedule~~

~~Register:~~

~~Claims Filed Register~~

~~(Continued)~~

SAM—STANDARD ENTRIES

(Continued)

~~ENTRY NO. 28~~

10528 (Cont. 1)

~~(Revised 5/87)~~

Explanation:

In settlement of some condemnation proceedings, payment is made to the grantor from the ~~agency's department's~~ fund and appropriation prior to return of the deposit from the Condemnation Deposits Fund. In these cases, ~~at the time of filing the claim~~ the State ~~Controller's Officer~~ Controller's Office (SCO) is requested to transfer the amount of the deposit back to the ~~agency's department's~~ fund and appropriation, and the amount of the deposit is transferred from ~~Account No. GL~~ 2730 to ~~Account No. GL~~ 1400. At this time, the actual cost of the ~~fixed capital~~ assets ~~are~~ recorded in the General Ledger ~~fixed asset accounts~~. Capital Asset Group of Accounts. Since the amount deposited was recorded as an appropriation expenditure, only the difference between the amount of the deposit and the amount of the final settlement now is recorded as an appropriation expenditure or abatement.

If a claim for settlement has been filed on or before June 30 but the deposit has not been returned by that date, the amount to be returned will be reported to the ~~State Controller's Office~~ SCO as an abatement accrual.

Source Document:

Claim Schedule

SAM—STANDARD ENTRIES

Register:
Claims Filed Register

Journal Entry for General Ledger Accounts:

Debit:
5390 Other Reserves a/
Credit:
2730 Deposits in Condemnation Proceedings a/

AND

Debit:
2310 Land b/
2331 Improvements Other than Buildings c/
Credit:
5200 Investment in Capital Assets e/

AND

Debit:
1400 Due from Other Funds or Appropriations a/
9000 Appropriation Expenditures d/
Credit:
3020 Claims Filed e/

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 29 _____ **1052928 – [CLAIM IS FILED FOR ACQUISITION OF PROPERTY UNDER CONDEMNATION PROCEEDINGS]** _____ **10528 (Cont.1)**

(Revised 5/8710/2015)

Nature of Transaction:

A deposit

a/ amount deposited in the Condemnation Deposits Fund for the case now being settled.

b/ amount of settlement for land acquired.

c/ amount of settlement for improvements acquired.

d/ excess of amount of settlement over amount of the deposit (if amount of judgment is less than the amount of the deposit, this entry will be the reverse of that shown).

e/ amount of claim filed settlement (b+c).

SAM—STANDARD ENTRIES

ENTRY NO. is returned 29 – [CONDEMNATION DEPOSIT IS RETURNED] 10529
(Revised 10/2015)

This entry is made to the agency's return the deposit in the Condemnation Deposits Fund to the department's fund and appropriation after the agency department has made payment to the grantor from funds under its own control. (This entry is made as a transaction of the month indicated by the date of the Controller's Transfer.)

Journal Entry for General Ledger Accounts:

Debit:

1140 Cash in State Treasury

Credit:

1400 Due from Other Funds or Appropriations

Source:

Document:

Controller's Transfer

Register:

Controller's Transfer Register (if volume justifies).

Explanation Information:

When payment is made to the grantor in a condemnation proceeding by a warrant drawn on the agency's department's fund and appropriation, the State Treasurer will release the deposit in the Condemnation Deposits Fund. Upon request of the agency, State Controller's Office (the State Controller's OfficeSCO) will transfer the amount of the deposit back to the agency's department's fund and appropriation. (This entry is recorded as of the date on the SCO journal entry.)

Source Document:

SCO's Notice of Transfer journal entry

Register:

Controller's Transfer Register (if volume justifies).

Journal Entry for General Ledger Accounts:

Debit:

1140 Cash in State Treasury

Credit:

1400 Due from Other Funds or Appropriations

SAM—STANDARD ENTRIES

**ENTRY NO. 30 – [STATE TREASURER’S OFFICE FILES
A CLAIM AGAINST CONDEMNATION DEPOSITS FUND]**

10530

(Revised ~~5/87~~10/2015)

Nature of Transaction:

~~The State Treasurer files~~This entry is made to record the State Treasurer's Office (STO) filing of a claim against the Condemnation Deposits Fund to make payments directly to the grantor upon settlement of a condemnation proceeding. ~~(This entry shows the recording of the transaction in the accounts of the fund from which the deposit was originally made.)~~

Journal Entry for General Ledger Accounts: Information

Debit:

~~1400 Due from Other Funds or Appropriations a/
2310 Land b/
2331 Improvements Other than Buildings c/
5390 Other Reserves d/~~

Credit:

~~2730 Deposits in Condemnation Proceedings d/
5200 Investment in General Fixed Assets e/
9000 Appropriation Expenditures a/~~

~~a/ excess of amount of deposit over amount of settlement.~~

~~b/ amount of settlement for land acquired.~~

~~c/ amount of settlement for improvements acquired.~~

~~d/ amount deposited in the Condemnation Deposits Fund for the case now being settled.~~

~~e/ amount of fixed assets acquired (b+c).~~

Source:

~~Document:~~

~~Copy of State Treasurer's Claim Schedule.~~

(Continued)

SAM—STANDARD ENTRIES

(Continued)

ENTRY NO. 30

10530 (Cont. 1)

(Revised 5/87)

Explanation:

This entry is made in lieu of Entry No. 28 when payment is made to the grantor by a warrant drawn on the Condemnation Deposits Fund.

If the amount of the settlement is more than the amount of the original deposit, an additional deposit will be made and recorded by Entry No. 27. If the amount of the settlement is less than the original deposit, upon request ~~of the agency~~ the State Controller's Office (SCO) will transfer the excess amount to the agency's department's fund and appropriation. The ~~Controller's SCO's Notice of~~ Transfer is recorded by Entry No. 29. (This entry shows the recording of the transaction in the accounts of the fund from which the deposit was originally made.)

Source Document:

Copy of the STO's claim schedule

Journal Entry for General Ledger Accounts:

Debit:

5390 Other Reserves a/

Credit:

2730 Deposits in Condemnation Proceedings a/

AND

Debit:

2310 Land b/

2331 Improvements Other than Buildings c/

Credit:

5200 Investment in Capital Assets d/

AND (if the settlement is less than the original deposit)

Debit:

1400 Due from Other Funds or Appropriations e/

Credit:

9000 Appropriation Expenditures e/

a/ amount deposited in the Condemnation Deposits Fund for the case now being settled.

b/ amount of settlement for land acquired.

c/ amount of settlement for improvements acquired.

d/ amount of capital assets acquired (b+c).

e/ excess of amount of deposit over amount of settlement.

SAM—STANDARD ENTRIES

ENTRY NO. 31 – [SURPLUS MONEY INVESTMENT FUND]
(Revised 5/8710/2015)

10531

Nature of Transaction:

~~Surplus~~This entry is made when surplus cash is transferred to the Surplus Money Investment Fund.

Authority:

~~Journal Entry for General Ledger Accounts:~~

~~Debit:~~

~~1210 Deposits in Surplus Money Investment Fund.~~

~~Credit:~~

~~1140 Cash in State Treasury~~Government Code sections 16470

~~Source:~~

~~Document:~~

~~Controller's Transfer~~

Explanation:

~~Government Code Sections 16470~~ through 16476 provide for the transfer of surplus cash in certain funds to the Surplus Money Investment Fund for investment by the State Treasurer. ~~Agencies that maintain the Cash in State Treasury account for such funds are furnished copies of the Controller's Transfer when cash is transferred to or returned From the Surplus Money Investment Fund.~~Treasurer's Office.

~~When cash is returned From~~

Information:

~~Departments that maintain the Cash in State Treasury account for funds are furnished copies of the State Controller's Office (SCO) Notice of Transfer when cash is transferred to or returned from the Surplus Money Investment Fund~~the reverse of the above the entry is made.

~~.(These entries are recorded as transactions of the month indicated by the date of the date on the SCO's journal entry.)~~

Note: When cash is returned from the Surplus Money Investment Fund the entry is reversed.

Source~~Controller's~~ Document:

SCO's Notice of Transfer~~journal entry~~

Journal Entry for General Ledger Accounts:-

Debit:

1210 Deposits in Surplus Money Investment Fund.

Credit:

1140 Cash in State Treasury

SAM—STANDARD ENTRIES

SAM—STANDARD ENTRIES

ENTRY NO. 32 – [INTEREST EARNINGS ON INVESTMENTS OF THE SURPLUS MONEY INVESTMENT FUND AND CONDEMNATION DEPOSITS FUND] 10532

(Revised ~~6/04~~10/2015)

Nature of Transaction:

~~Interest~~ This entry is made to record interest earnings on investments of the Surplus Money Investment Fund and the Condemnation Deposits Fund when they are transferred from those funds to the agency's/department's fund.

Journal Entry for General Ledger Accounts:

Information

Debit:

~~1140~~ Cash in State Treasury _____ a/

Credit:

_____ ~~1410.0681~~ Due from Surplus Money Investment Fund _____ b/

_____ ~~1410.0910~~ Due from Condemnation Deposits Fund _____ b/

_____ ~~8000~~ Revenue _____ c/

a/ amount of interest transferred

b/ amount of interest transferred in July

c/ amount of interest transferred in January, April, and October

Source:

Document:

Controller's Notice of Transfer

Explanation:

Interest on investments of the Surplus Money Investment Fund and the Condemnation Deposits Fund is apportioned quarterly to other funds by the State Controller's Office (SCO-). The administering agency for funds receiving such interest will receive the Controller's SCO's Notice of Transfer in the month following the end of the quarter.

The July transfer is accounted for differently because the interest was accrued as of June 30 (~~see. See~~ See SAM Sectionsection 10605, Entry No. A-6.

Source10605). Document:

SCO's Notice of Transfer journal entry

Journal Entry for Interest Transferred in January, April, and October:

Debit:

1140 Cash in State Treasury a/

Credit:

8000 Revenue b/

Journal Entry for Interest Transferred in July:

SAM—STANDARD ENTRIES

Debit:

1140 Cash in State Treasury a/

Credit:

1410.0681 Due from Surplus Money Investment Fund c/

1410.0910 Due from Condemnation Deposits Fund c/

a/ amount of interest transferred

b/ amount of interest transferred in January, April, and October

c/ amount of interest transferred in July

SAM—STANDARD ENTRIES

ENTRY NO. 33 – INVESTMENTS ARE PURCHASED

10533

(Revised 5/8710/2015)

Nature of Transaction:

~~Investments are~~ This entry is made to record investments when purchased.

~~Journal Entry for General Ledger Accounts:~~

Information:

Investments are purchased and held by the State Treasurer's Office (STO). The source of this entry is a copy of the STO's claim schedule. (The entry is recorded as of the date of the detail sheet supporting the claim schedule.)

Source Document:

Detail sheet supporting the claim schedule prepared by the STO.

Journal Entry for Investments Purchased:

Debit:

1320— Accrued Interest Receivable— a/

2011— Investment in Securities at Cost— b/

2012— Investment in Securities— c/

2013— Premium on Securities— d/

2021— Investment in Common Stock— e/

2022— Investment in Preferred Stock— f/

Credit:

1140— Cash in State Treasury— g/

2014— Discount on Securities— h/

a/— amount of accrued interest purchased on investments acquired between interest dates.

b/— cost investment in debt securities.

c/— face value of investment in debt securities.

d/— amount of premium paid on investments purchased.

e/— cost of investment in common stocks.

f/— cost of investment in preferred stocks.

g/— amount expended for investments purchased.

h/— amount of discount on investments purchased.

SAM—STANDARD ENTRIES

ENTRY NO.

Source:

Document:

~~Detail Sheet supporting Claim Schedule prepared by State Treasurer's Office.~~

Explanation:

~~Investments are purchased and held by the State Treasurer. The source of this entry is a copy of the State Treasurer's Claim Schedule. The entry is made as of the month indicated by the detail sheet supporting the Claim Schedule.~~

SAM—STANDARD ENTRIES

ENTRY NO. 34 – [INVESTMENTS MATURE OR ARE SOLD]

10534

(Revised 5/8710/2015)

Nature of Transaction:

Investments This entry is made to record the investments when they mature or are sold.

Information:

The Controller's Receipt shows the amount of proceeds from investment sales or maturities ordered into the State Treasury. At the same time, the State Controller's Office prepares a journal entry, a copy of which is sent to the department, showing any premium or discount to be written off and/or accrued interest sold. (This entry is made recorded as a transaction of the month indicated by the date of on the Controller's Receipt.)

Source Document:

Controller's Receipt and journal entry

Journal Entry for General Ledger Accounts:

Debit:

1140—_Cash in State Treasury——_a/

2014—_Discount on Securities——_b/

Credit:

2011—_Investment in Securities at Cost——_c/

2012—_Investment in Securities——_d/

2013—_Premium on Securities——_e/

2021—_Investment in Common Stock——_f/

2022—_Investment in Preferred Stock——_g/

8000—_Revenues——_h/

a/——_proceeds from sale or maturity deposited in the appropriate fund in the State Treasury.

b/——_unaccumulated discount on investments sold before maturity.

c/——_cost of investment in debt securities matured or sold.

d/——_face value of investment in debt securities matured or sold.

e/——_unamortized premium on investments sold before maturity.

f/——_cost of common stocks sold.

g/——_cost of preferred stocks sold.

h/- (1) amount of accrued interest sold plus or minus the difference between the amount received and the book value plus accrued interest sold, or (2) gain or loss on the sale of stocks. This net entry would result in a debit to the general ledger Revenue account if the result of the sale was a loss greater than the amount of accrued interest sold or a loss on the sale of stocks.

(Continued)

SAM—STANDARD ENTRIES

| (Continued)

SAM—STANDARD ENTRIES

ENTRY NO. 34 — 10534 (Cont. 1) 35 – [INTEREST RECEIVED ON INVESTMENTS] 10535
(Revised 5/8710/2015)

Source:

Document:

Controller's Receipt and Controller's Journal Entry.

Explanation:

~~The Controller's Receipt shows the amount of proceeds from investment sales or maturities ordered into the State Treasury. At the same time, the Controller's Office prepares a Journal Entry, a copy of which is sent to the agency, showing any premium or discount to be written off and/or accrued interest sold.~~

SAM—STANDARD ENTRIES

ENTRY NO. 35

10535

(Revised 5/87)

Nature of Transaction:

This entry is made to record the interest earnings, amortization of premium, and accumulation of discount on investment securities.

Information:

Interest is received on investment securities and premium and discount on investments are amortized or accumulated. The State Controller's Office will show the amounts of premium being amortized or discount being accumulated and the amount of interest received. The "interest method" for amortization of premium and discount is used to yield an equal periodic rate of interest. (This entry is made as a transaction of the month indicated by the date of (This entry is recorded as of the date on the Controller's Receipt.)

Source Document:

Controller's Receipt journal entry

Journal Entry for General Ledger Accounts:

Debit:

1140—_Cash in State Treasury——_a/

2014—_Discount on Securities——_b/

Credit:

1313—_Accounts Receivable Revenue——_c/

1320—_Accrued Interest Receivable——_d/

2013—_Premium on Securities——_e/

8000—_Revenue——_f/

a/—Amount amount of interest received and deposited in the appropriate fund in the State Treasury.

b/—Amount amount of discount accumulation since the last accumulation of discount, either at the time of receipt of interest or accrual of interest as of June 30.

c/—Amount amount of interest accrued at June 30 now liquidated.

d/—Amount amount of accrued interest purchased collected at first interest date, exclusive of accrued interest purchased accounted through Account No. 1313 as a result of Entry No. A-5.

e/—Amount amount of premium amortization since the last amortization of premium, either at the time of receipt of interest or accrual of interest as of June 30.

f/—Amount amount of interest earned that was not accrued previously.

Source:

Document—Controller's Receipt

Explanation:

SAM—STANDARD ENTRIES

This entry is used to record the interest earnings, amortization of premium, and accumulation of discount on investment securities. The State Controller will show the amounts of premium being amortized or discount being accumulated and the amount of interest received. ~~The "interest method" for amortization of premium and discount is used to yield an equal periodic rate of interest.~~

ENTRY NO. 36 – [ACCOUNTS RECEIVABLE ARE SOLD]

10536

(Revised 5/8710/2015)

Nature of Transaction:

Agency receives This entry is made when departments receive cash payment ~~payments~~ for the sale of accounts receivables- (AR).

Information:

Departments are authorized to sell their AR to private persons or entities. Sales of this nature will result in the receipt of payment in amounts less than the invoiced AR amount. This entry will remove the AR at its full invoiced amount and adjust the income/expenditure accounts to reflect the appropriate net amounts received.

Source Document:

General Cash Receipt

Register:

General Cash Receipts Register

Journal Entry for General Ledger Accounts: **AR-Abatement Sold:**

Debit:

1110— General Cash a/

1600 Provision for Deferred Receivables b/

8100 Reimbursements c/

9000— Appropriation Expenditures d/ b/

9893— Prior Year Appropriation Adjustments e/ c/

Credit:

1311 Accounts Receivable — Abatements f/ d/

1312 Accounts Receivable — Reimbursements g/

1313 Accounts Receivable — Revenue h/

1314 Accounts Receivable — Operating Revenues h/

1315 Accounts Receivable — Dishonored Checks i/

1319 Accounts Receivable — Other i/

8000 Revenue j/

9892 Prior Year Revenue Adjustments k/

a/ Total total cash received for deposit in the General Cash Account account.

b/ Invoice amounts of accounts receivables accounted for during the year on a fully reserved basis.

SAM – STANDARD ENTRIES

~~c/ The amount that represents the difference between the amount of current year invoiced Accounts Receivable–Reimbursements sold and the amount received from the sale of the Accounts Receivable–Reimbursements.~~

d/ ~~The~~ the amount that represents the difference between the amount of current year invoiced Accounts Receivable–Abatements and the amount received from the sale of the Accounts Receivable–Abatements.

(Continued)

SAM – STANDARD ENTRIES

(Continued)

ENTRY NO. 36

10536 (Cont. 1)

(Revised 5/87)

~~e/ The~~ the amount that represents the difference between the amount of prior year invoiced Accounts Receivable—~~Reimbursements and~~ Abatements and the amount received from the sale of those accounts receivable.

~~f/ Invoiced/~~ invoice amount of Accounts Receivable—Abatements that have been sold.

Journal Entry for AR-Reimbursement Sold:

Debit:

1110 General Cash e/

8100 Reimbursements f/

9893 Prior Year Appropriation Adjustments g/

Credit:

1312 Accounts Receivable —Reimbursements h/

(Continued)

SAM – STANDARD ENTRIES

(Continued)

ENTRY NO. ~~and payment has been~~ 36 – [ACCOUNTS RECEIVABLE ARE SOLD]10536 (Cont.1)
(Revised 10/2015)

e/ total cash received ~~for deposit in the General Cash account.~~

g/ Invoice ~~f/ the amount that represents the difference between the amount of current year invoiced Accounts Receivable–Reimbursements sold and the amount received from the sale of the Accounts Receivable–Reimbursements.~~

g/ the amount that represents the difference between the amount of prior year invoiced Accounts Receivable–Reimbursements and the amount received from the sale of those accounts receivable.

h/ invoice amount of Accounts Receivable–Reimbursements that have been sold ~~and payment has been received.~~

h/ Invoice amount of

Journal Entry for AR-Revenue or AR-Operating Revenue Sold:

Debit:

1110 General Cash i/

8000 Revenue j/

9892 Prior-Year Revenue Adjustments k/

Credit:

1313 Accounts Receivable—Revenue l/

1314 Accounts Receivable —Operating Revenues l/

i/ total cash received for deposit in the General Cash account.

j/ the amount that represents the difference between the amount of current year invoiced Accounts Receivable–Revenue sold and the amount received from the sale of the Accounts Receivable–Revenue.

k/ the amount that represents the difference between the amount of prior year invoiced Accounts Receivable–Revenue sold and the amount received from the sale of the Accounts Receivable–Revenue.

l/ invoice amount of Accounts Receivable–Revenue and Accounts Receivable-Operating Revenue that have been sold ~~and payment has been received.~~

i/ Invoice amount of

Journal Entry for AR-Dishonored Checks or AR-Other Sold:

Debit:

1110 General Cash m/

1600 Provision for Deferred Receivables n/

Credit:

1315 Accounts Receivable —Dishonored Checks o/

1319 Accounts Receivable —Other o/

m/ total cash received for deposit in the General Cash account.

n/ the amount that represents the difference between the sold accounts receivables accounted for during the year on a fully reserved basis and the amount received from the sale of the Accounts Receivable–Other.

o/ invoice amount of Accounts Receivable-Dishonored Checks or Accounts Receivable–Other that have been sold ~~and payment has been received.~~

SAM – STANDARD ENTRIES

~~j/—Amount of current year revenue received as a result of the sale of Accounts Receivable—Revenue.~~

~~k/—Amount of prior year revenue received as a result of the sale of Accounts Receivable—Revenue.~~

Source:

~~Document—General Cash Receipt~~

~~Register—General Cash Receipts Register~~

Explanation:

~~Agencies are authorized to sell their accounts receivable to private persons or entities. Sales of this nature will result in the receipt of payment in amounts less than the invoiced accounts receivable amount. This entry will remove the accounts receivable at its full invoiced amount and adjust the income/expenditure accounts to reflect the appropriate net amounts received.~~