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# CFS-Accounting FAQ:

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**1. How are services charged to client agencies?**

Client agencies are charged on a fee for service basis. Client agencies pay the Contracted Fiscal Services (CFS) section either through direct transfer or Pro Rata process.

**2. When will payroll information be available for review in FI\$Cal?**

Each month between the 5<sup>th</sup> and 10<sup>th</sup> business day payroll information from the previous month is interfaced from SCO to FI\$Cal and afterwards labor distribution is run so payroll information should be available between the 7<sup>th</sup> and 12<sup>th</sup> business day of the month.

**3. Where can I find the month end close (MEC) status for my agency?**

A dashboard with the MEC status for each client agency will be posted on the CFS internet website.

**4. When can I expect to receive the information and due dates regarding fiscal year-end?**

During Spring, in April and May. CFS will send out email communication to all client agencies with information and due dates regarding the fiscal year-end.

**5. Where can I find information about accounts receivable and collection procedures?**

Information can be found at the Department of Finance (DOF) Policies and Procedures webpage, [http://www.dof.ca.gov/Accounting/Policies\\_and\\_Procedures](http://www.dof.ca.gov/Accounting/Policies_and_Procedures), Accounts Receivable Toolkit link.

**6. Where can I find information about employee travel reimbursement procedures and rates?**

Information can be found at the California Department of Human Resources (CalHR) Travel Reimbursement webpage at <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>.

**7. What is the Prompt Payment Act?**

The [Prompt Payment Act](#) requires State agencies to pay properly submitted, undisputed invoices within 45 calendar days of initial receipt. If the requirement is not met, State departments must calculate and pay the appropriate late payment penalties.

**8. What is the Financial Integrity and State Manager's Accountability Act of 1983?**

The Financial Integrity and State Manager's Accountability Act of 1983 requires that the head of each state agency establish and maintain an adequate system of internal control within their agencies.

**9. What is a Management Representation Letter?**

In general, a letter written by the agency which attests to the accuracy of an audit. In this letter, management confirms that all information contained within the agency's financial statements is presented fairly, in all material respects and that all information has been disclosed.

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# CFS-Budgets FAQ

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**1. Where can I find my budget?**

The Department of Finance (DOF) website shows the budget through the major milestones here: [California Budget](#)

**2. How do I receive DOF Budget Letters?**

You can sign up for any DOF Mailing List at this link: [DOF Mailing Lists](#)

**3. Which DOF Budget Letter activities does the Budgets and Planning Section (B&PS) complete as part of the contract services?**

B&PS will handle all Governor's Budget building drills, including but not limited to Past Year Actuals, the Schedule 7A/8, Budget Revisions, Supplementary Schedules, Galley Preparation and Review, and miscellaneous DOF budget drills as needed.

Please see the 'At A Glance' on the Department of General Services [Office of Fiscal Services \(OFS\) About page](#) for the full range of B&PS budget contract services.

**4. Do B&PS services include preparing Budget Change Proposals (BCP) for submission to DOF?**

B&PS services do not include writing BCP narratives; however, your budget analyst will be able to assist you with BCP Uploads/Hyperion upload template.

The following links can assist you with preparing the BCP narrative:

- The annual Budget Letters for BCP can be found here: [Budget Letters](#)
- DOF BCP Instructions, Cover Letter and Template can be found here: [Budget Forms](#)
- DOF resource for writing an effective BCP can be found here: [How to Write an Effective Budget Change Proposal \(BCP\)\(REV 03/00\)](#)
- BCPs approved by DOF with prior years' Legislature decisions: [Department of Finance](#)

**5. What services are not provided by B&PS?**

B&PS services do not include writing BCP narratives; conducting the annual Out of State Travel drill; providing or tracking Legislative Budget Subcommittee Hearing testimony; Legislative bill analysis; Regulations review.