

Office of Fiscal Services

The Contracted Fiscal Services (CFS) section operates alongside the Budget & Planning Section (B&PS) to provide comprehensive accounting and budgeting services to other state agencies on a fee-for-service basis. In addition, CFS and B&PS assist clients in fiscal matters to ensure compliance with state fiscal rules and regulations. CFS and B&PS currently have over 40 and 20 client agencies, respectively, with contracts ranging from small to large agencies.

Budget & Planning Section

Budget & Planning services include: completing all Governor's Budget Building drills, creating Fund Condition Statements, reviewing Budget Change Proposals for fiscal data accuracy, completing Fiscal Health Reports for client review, preparing Fiscal Detail Sheets and Hyperion BBA upload templates.

Contracted Fiscal Services Section

Accounts Payable

Processes client agencies' invoices for payment. Reviews invoices and other claims for compliance with State laws, rules and regulations. Prepares vouchers (invoice data) in FI\$Cal to submit to State Controller's Office for payment. Processes Office Revolving Fund Check Requests including vendor, travel and salary advances.

Disbursements

Distributes Office Revolving Fund checks to appropriate payee or warrants for claims requiring special handling by client agencies. Picks up employee payroll from State Controller's Office and distributes to client agencies.

Accounts Receivable

Prepares and/or records invoices (bills) for amounts due from individuals, entities, and client agencies. Records employees' payroll accounts receivable in FI\$Cal. Maintains accounting records for all accounts receivable transactions.

Cash Management

Receives, deposits, and remits funds for amounts received by or amounts owed to client agencies. Records all receipt of funds in FI\$Cal and maintains accounting records for all transactions.

Financial Reporting

Establishes and maintains accounting configurations or tables, records accounting transactions and maintains accounting records, analyzes accounts and balances, reconciles accounts, prepares financial reports.