**8452.1 Illustration 3 General and Federal PFA (combined)**

Department of Finance State Controller’s Office

Fiscal System and Consulting Unit State Accounting and Reporting Division

915 L Street, 7th Floor 3301 C Street, Suite 760

Sacramento, CA 95814 Sacramento, CA 95816 PLAN OF FINANCIAL ADJUSTMENT (No. )

We request that the Department of Finance and the State Controller approve the following Plan of Financial Adjustment (PFA) under Government Code Sections 11251 and 16365 to begin July 1, 20 and to continue until , unless amended or rescinded.

We are also requesting to establish a clearing program in Budget Act of (Year)

Item - - , effective on (MM/DD/YYYY) *(Remove if not applicable)*

1. As used herein, the following terms have the meanings set forth below:
	1. “Agency” means the Department of
	2. “Primary Appropriation” means the main Budget Act appropriation for the support of the Department (e.g., Item - - ).
	3. “Special Appropriation” means any appropriation other than the main support appropriation in the Budget Act or an appropriation from other legislation (if Budget Act Special Appropriation, state item - - ; if other legislation, state Chapter , Statues of

 ).

Note: If the plan is to cover several appropriations, an attachment may be used.

* 1. “Covered Expenditures” means the expenditure incurred by the Agency properly chargeable to the Primary Appropriation or Special Appropriations.
	2. “Federal Trust Fund Accounts” are specific accounts created in the Federal Trust Fund to hold Federal funds as approved by the State Controller’s Office on Form AUD 10A.
1. All covered expenditures may be paid, in the first instance, from the Primary Appropriation.
2. On the basis of data set forth in the records maintained by the Agency and in accordance with the plan of cost allocation employed by it, the Agency will determine and record the amounts expended from the Primary Appropriation.
3. Once a month, the Agency shall file a request with the State Controller to transfer from the Primary Appropriation as established under “1. b.,” above, an amount which equals expenditures determined under “3,” above, which are chargeable to the Special Appropriations. Such a transfer may be made on an estimated basis, if needed, and then must be followed by an actual expenditure transfer for the month.
	1. As an advance as authorized by Government Code Section 16365(b), an amount the Department anticipates will be expended for the purpose of the Federal funds.

or

***(8452.1 Illustration 3, page 1)***

* 1. To reimburse the Appropriation(s) for expenditures made on behalf of the Federal Trust Fund Account(s).
1. At any time after the end of a period covered by previous requests for transfer of funds, the Agency may file with the State Controller requests for transfer to make final adjustments after the close of such period.
2. Requests for transfer under this plan will be accompanied by such supporting detail as may be normally required by the Department of Finance and the State Controller.

Requests for transfers under this plan will be addressed to the State Controller’s Office, State Accounting and Reporting Division, 3301 C Street, Suite 760, Sacramento, CA 95816, and be certified in the following language:

I hereby certify under penalty of perjury that I am duly appointed, qualified, and acting officer of the herein named agency/department, board, commission, office or institution; that the within transfer is in all respects true, correct, and in accordance with all applicable provisions or restrictions in the Budget Act or other statute pertaining to the particular appropriation.

**APPROVALS:**

Certified by Agency/Department

Department of Print Name Signature Title Date Telephone

Email

Approved by Department of Finance Approved by State Controller

Print Name Signature Title Date Telephone

Print Name Signature Title Date Telephone \_

***(8452.1 Illustration 3, page 2)***