

REPORTS

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REPORTS

I. INTRODUCTION

The reports outlined in this chapter are prepared under the jurisdiction of the Assistant Vice President—Financial Management. Campus Controllers can use the list provided in this chapter to develop a checklist of the reports for which they are responsible.

The term "reports" as used in this chapter means any recurring, scheduled, written communication between the Office of the Assistant Vice President—Financial Management and campus accounting offices or other offices. Letters, forms, requests, listings, etc., that meet the above definition, as well as formal accounting and financial statements, are included in this chapter. The term "reports" does not include action requests, such as controlled disbursement transmittal information, etc.

II. REPORT TIMETABLE

Reports in the following areas are received, processed, and/or prepared by the Office of the Assistant Vice President—Financial Management:

- Corporate Accounting
- Endowment and Investment Accounting
- Hospital Accounting
- Plant Accounting
- Tax Services

The schedule below lists the required date of submission to the Office of the Assistant Vice President—Financial Management and the date of distribution from that office. The distribution column contains the disposition of the final reports. In some cases, the content of a report is briefly described.

The offices responsible for preparing the reports listed on the schedule are indicated by the following preparation code numbers:

<u>Code</u>	<u>Report Prepared By</u>
1	<i>The campus accounting office prepares the report and submits it to the Office of the Assistant Vice President–Financial Management for review and analysis.</i>
2	<i>The campus accounting office prepares the report, submits it to the Office of the Assistant Vice President–Financial Management to be summarized or consolidated, and forwarded elsewhere.</i>
3	<i>The Office of the Assistant Vice President–Financial Management prepares the report with information received from campus accounting offices and from data received elsewhere.</i>
4	<i>The Office of the Assistant Vice President–Financial Management prepares the report with data from its own office.</i>
5	<i>The Office of the Assistant Vice President–Financial Management prepares the report with data from offices other than the campus accounting offices.</i>

II. REPORT TIMETABLE (Cont.)

<u>Report Title and Contents</u>	<u>Dates</u>		<u>Distribution</u>
	<u>In</u>	<u>Out</u>	
A. CORPORATE ACCOUNTING			
Fiscal Closing Instructions for closing the books at 6/30 and preparing annual financial report (Preparation code 3)	N/A	4/30	Controllers; various
UC-Directed Research & Development quarterly statements: statements showing balance of fund and any additions and/or income and expenditure activity since the last statement, with cover letter (Preparation code 4)	N/A	10/31 1/31 4/30 8/31	DOE Laboratories
Financial Control Reconciliation and Short-Term Investment Pool (STIP) adjustments (Preparation code 1)	20 th of each month	N/A	Internal Use
Monthly Financial Control & Transaction Code listings (Preparation code 4)	N/A	Approx. 8-10 working days after month end	Campus General Accounting Managers, Financial Control & Transaction Code contacts
STIP - Distribution of Income (Preparation code 4)	N/A	After quarterly STIP distribution	Chancellors, various other

<u>Report Title and Contents</u>	<u>In</u>	<u>Out</u>	<u>Distribution</u>
Reconciliation to Corporate Financial System (CFS): Reconciles the campus general ledger totals for balance sheets, revenues and expenditures to the campus' CFS submission (Preparation code 1)	9 th working day of the month	N/A	Internal Use
Monthly Summary of State Fund Charges-Payroll Expenditures (Preparation code 2)	10th	20th	State Controller
Review of Annual Audit of Hastings College of the Law	12/30	2/28	Forwarded to President for transmittal to The Regents
Finance Survey for Integrated Post Secondary Education Data system (IPEDS): Various schedules of income and expenditures for all campuses and Office of the President for the fiscal year (Preparation code 3)	N/A	4/30	IR&C

B. ENDOWMENT AND INVESTMENT ACCOUNTING (EIA)

Estimated Endowment Income: Estimates used for preparation of operating budget for the following fiscal years. <u>Estimated Income Summary Report (pdf)</u> <u>Estimated Income Summary Report (xls)</u> (Preparation code 4)	N/A	Monthly 9 th working day after month end	EIAS Campus Services Web- site
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II. REPORT TIMETABLE (Cont.)

B. ENDOWMENT AND INVESTMENT ACCOUNTING (Cont.)

<u>Report Title and Contents</u>	<u>In</u>	<u>Out</u>	<u>Distribution</u>
Unexpended Balances of Endowment Funds to be returned to Office of the President: Listing of endowment funds that must be returned by the campuses to EIA for September processing in the following fiscal year (Preparation code 4)	N/A	May	Chancellors, Controllers and Internal OP
Quarterly STIP \$ Day Rate (Preparation code 4)	N/A	Monthly 7th working day after month end	OP Internal Use
EIA Campus Reports <u>GEP & HIP Balances</u> <u>Book Value of Investments</u> <u>Shares & Income by Fund & Pool</u> <u>Shares and Income by Restriction Code, by Fund & Pool</u> (Preparation code 4)	N/A	Monthly 9 th working day after month end	Controllers
EIA Single or Multi-Fund Statements: <u>Summary Report</u> <u>Detail Report</u> <u>Principal Report (xls)</u> <u>Income Reports (xls)</u> (Preparation code 4)	N/A	Monthly & Quarterly 7 th working day after month end	UC Foundations and Other UC Affiliated Organizations

<u>Report Title and Contents</u>	<u>In</u>	<u>Out</u>	<u>Distribution</u>
C. HOSPITAL ACCOUNTING			
Activity and Financial Status Reports on Hospitals and Clinics: Report consists of patient care highlights, balance sheet, summary revenue and expenses, original budget and management's current projections. Quarterly reports include key statistics shown graphically and a written analysis (Preparation code 3)	N/A	20 th day of each month	Regents, Regents Committee on Health Services
D. PLANT ACCOUNTING			
Annual State Appropriation of Construction: A list of projects for which State Construction funds have been appropriated into the new fiscal year (Preparation code 5)	N/A	7/30	Controllers
Request for Bond Proceeds: Request reimbursement of bond funded expenditures (prepared from campus submissions due to External Finance on the 25 th of the month) (Preparation code 5)	30 th	5 th working day after month-end	Campus Plant Accountants
Request for State Capital Appropriations Advance (Preparation code 2)	6 th working day of the month	7 th working day of the month	State Controller

II. REPORT TIMETABLE (Cont.)

<u>Report Title and Contents</u>	<u>In</u>	<u>Out</u>	<u>Distribution</u>
E. TAX SERVICES			
Annual-Unrelated Business Income Tax Return: Nonfinancial questionnaires used to determine tax status of certain campus activities for preparation of Form 990-T (Preparation Code 3)	12/15	5/15	Internal Revenue Service
Annual-Unrelated Business Income Tax Return: Financial worksheets providing unrelated revenue and direct costs for taxable activities for preparation of Form 990-T (Preparation code 3)	2/15 & 3/15	5/15	Internal Revenue Service
Fiduciary Income Tax Returns-Supporting Schedules: Supporting schedules indicating amounts paid to beneficiaries under terms of trusts. State Street Global Advisors prepares tax return and sends them to EIA for review and signature by Assistant Vice President-Financial Management (Preparation code 4)	N/A	3/15	IRS, Franchise Tax Board, & Beneficiaries

<u>Report Title and Contents</u>	<u>In</u>	<u>Out</u>	<u>Distribution</u>
Quarterly Survey of Transactions Between U.S. and Unaffiliated Foreign Persons in Selected Services and in Intangible Assets: Information used to prepare Form BE-25 (Preparation code 3)	3/31 6/30 9/30 12/31	Within 45 days after the close of each fiscal quarter	U.S. Department of Commerce
Annual Survey of Selected Services Transactions Between U.S. and Unaffiliated Foreign Persons: Information used to prepare Form-22 (Preparation code 3)	3/15	3/31	U.S. Department of Commerce

III. RESPONSIBILITIES

The responsibility for preparing the reports listed in this chapter is indicated by preparation code numbers, which are described in Section II of this chapter.

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