

FISCAL ACCOUNTABILITY RULES

RULE 11.2 – YEAR-END REPORTING PACKAGE

Purpose

Management, citizens and other stakeholders require reliable financial information to ensure the City is managing its operations effectively and efficiently. The City is on a fiscal year basis of January 1 - December 31 and reports the financial condition of the city as of that date in the form of a Comprehensive Annual Financial Report. In order to do this, at the end of each fiscal year, the City must ensure that all transactions have been recorded accurately.

Rule

1. The Controller's Office shall provide a Year-End Reporting Package annually with deadlines for each subsidiary package.
2. Each agency shall complete the required package and ensure that all funds and accounts are reconciled and transactions recorded.
3. All work papers and supporting documentation created to verify balances and information shall be retained by the agency in accordance with the agency's approved record retention policy. All working papers are subject to audit.

Procedures and Forms

The **Controller's Office** is responsible for any procedures and forms associated with this rule.