



## **Disbursement and Reimbursement Schedule FY 2013-14**

First 5 California is pleased to release the FY 2013-14 Disbursement Schedule which lists First 5 California's planned disbursements and reimbursements. This schedule will assist county commissions in tracking report dates, as well as planning for the receipt of funds from First 5 California.

1. The schedule is organized into four sections: County Commission Tax Revenue, First 5 California Local Agreements, Small Population County Augmentations, and Statutory Reporting Requirements. Each section contains the following information:
  - Type of disbursement, reimbursement, or report.
  - Required Initiating Document: The required fiscal reports detailed in the originating Request for Funding or Request for Application, reports required by statute, or reports provided by other state control agencies.
  - Reporting Period: The period of time covered by the initiating document. Reporting periods are monthly, semi-annual, or annual.
  - Date Due to First 5 California: The date First 5 California will expect to receive the initiating documents. A delay in the receipt of a document will likely result in a delay in issuance of funding.
  - First 5 California Review: The target number of calendar days First 5 California requires to review and secure internal payment approvals.
  - Department of General Services (DGS) Processing: The number of calendar days required by DGS to schedule claims to be processed by the State Controller's Office (SCO). First 5 California contracts with DGS to perform accounting transactions. Once First 5 California issues a request to disburse funds, DGS is the state agency responsible for preparing the claim schedule and submitting the fund disbursement request to the SCO for processing.
  - SCO Processing: The number of calendar days required by the SCO to release a warrant or transfer funds to the county commissions. The SCO is the state agency authorized to disburse money from the State Treasury.
  - County Account: The estimated month in which county commissions may expect to receive funds in their county commission accounts.

2. First 5 California intends to follow this schedule; however, there are times when the release of funds may be delayed due to circumstances beyond our control (i.e., the delay in the signing of the Budget Act).
3. The projected processing timelines are based on a county commission's timely submission of complete and accurate reports and/or required information. Errors, omissions, or delay in a report submission may delay the proposed scheduled disbursement and/or reimbursement.
4. County commissions must comply with the statutory reporting requirements. Non-compliance with these requirements may result in a delay in the release of funds.
5. First 5 California retains the authority to correct errors that may occur in the disbursement of funds. In the event of a disbursement error, First 5 California will send the county commission written notification of the error and the remedy to correct it.
6. First 5 California retains the authority to make adjustments to the disbursement schedule as a continued effort to improve the efficiency and effectiveness of our disbursement and reimbursement practices.

Please direct questions regarding this schedule to Jennifer Clark, Chief, Administrative Services Division at (916) 263-1018 or by e-mail at [jclark@ccfc.ca.gov](mailto:jclark@ccfc.ca.gov).

**First 5 California  
FY 2013-14 Disbursement and Reimbursement Schedule**

<b>COUNTY COMMISSION TAX REVENUE</b>	<b>Required Initiating Document</b>	<b>Reporting Period</b>	<b>Date Due to First 5 CA</b>	<b>First 5 CA Review</b>	<b>DGS Processing</b>	<b>SCO Processing</b>	<b>County Account</b>
Monthly Tax Disbursements	Board of Equalization Schedule of Monthly/Year-To-Date Activities Report	Monthly	Between the 21st-30th day	3 Days	3 Days	3 Days	15th Day Following Month
Surplus Money Investment Fund	SCO 4th Quarter Interest Revenue Report	July to June	Aug 2013	3 Days	3 Days	3 Days	Sept 2013
<b>FIRST 5 CALIFORNIA LOCAL AGREEMENTS</b>	<b>Required Initiating Document</b>	<b>Reporting Period</b>	<b>Date Due to First 5 CA</b>	<b>First 5 CA Review</b>	<b>DGS Processing</b>	<b>SCO Processing</b>	<b>County Account</b>
Cares Plus Round 2 - 1st Semi Annual Reimbursement (FY 2013-14)	Reimbursement Fiscal Reporting Form	July to Dec	Jan 31, 2014	30 Days	14 Days	14 Days	April 2014
Cares Plus Round 2 - 2nd Semi Annual Reimbursement (FY 2013-14)	Reimbursement Fiscal Reporting Form	Jan to June	July 30, 2014	30 Days	14 Days	14 Days	Oct 2014
Child Signature Program 1 (CSP 1) 1st Semi Annual Reimbursement (FY 2013-14)	Reimbursement Fiscal Reporting Form	July to Dec	Feb 28, 2014	30 Days	14 Days	14 Days	May 2014
Child Signature Program 1 (CSP 1) 2nd Semi Annual Reimbursement (FY 2013-14)	Reimbursement Fiscal Reporting Form	Jan to June	Aug 30, 2014	30 Days	14 Days	14 Days	Nov 2014
Child Signature Program 1 (CSP 1) Coordination Funds Reimbursement (FY 2013-14)	Reimbursement Coordination Funds Form	July to June	Aug 30, 2014	30 Days	14 Days	14 Days	Nov 2014
Child Signature Program 2 (CSP 2) 1st Semi Annual Reimbursement (FY 2013-14)	Reimbursement Fiscal Reporting Form	July to Dec	Feb 15, 2014	30 Days	14 Days	14 Days	May 2014
Child Signature Program 2 (CSP 2) 2nd Semi Annual Reimbursement (FY 2013-14)	Reimbursement Fiscal Reporting Form	Jan to June	Aug 15, 2014	30 Days	14 Days	14 Days	Oct 2014
Child Signature Program 3 (CSP 3) 1st Semi Annual Reimbursement (FY 2013-14)	Reimbursement Fiscal Reporting Form	July to Dec	Feb 28, 2014	30 Days	14 Days	14 Days	May 2014
Child Signature Program 3 (CSP 3) 2nd Semi Annual Reimbursement (FY 2013-14)	Reimbursement Fiscal Reporting Form	Jan to June	Aug 30, 2014	30 Days	14 Days	14 Days	Nov 2014
<b>SMALL POPULATION COUNTY AUGMENTATIONS</b>	<b>Required Initiating Document</b>	<b>Reporting Period</b>	<b>Date Due to First 5 CA</b>	<b>First 5 CA Review</b>	<b>DGS Processing</b>	<b>SCO Processing</b>	<b>County Account</b>
Small Population County Augmentation (FY 2013-14)	July 1 Birth Rate and Population Data, Year-End Financial Statement	July to June	Aug 2013	15 Days	14 Days	14 Days	Sept 2013
<b>STATUTORY REPORTING REQUIREMENTS</b>	<b>Required Initiating Document</b>	<b>Reporting Period</b>	<b>Date Due to First 5 CA</b>				
Health and Safety Code Section 130140(d) Compliance Certification	Fiscal Memo 14-01 or Alternative Documentation of Compliance	July to June	July 1, 2014				
Annual County Commission Fiscal Audit	County Commission Annual Audit	July to June	Nov 1, 2014				
Annual Report Consistent with State Annual Report Guidelines	Annual Report	July to June	Nov 1, 2014				
Small Population County Augmentation Compliance Certificate	Compliance Certificate	July to June	Aug 2013				