

FUND ACCOUNTING

3725

(No. 25 April 1995)

The Fund Accounting unit prepares all formal quarterly and year-end financial statements for the department; reconciles the State Controller's financial records to CDF's financial records; sets up Employee Payroll Accounts Receivable; issues General Services charge cards; audits DPVs, Petty Cash Vouchers and FC-42s; invoices Federal Funds; classifies and remits to State Controller;s Office and distributes CALSTARS operating expenses reports.

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