

## Mailing/Delivery Addresses for Submitting B/L Financial Reports

### **MAIL DELIVERY- SCO:**

**State Controller's Office**  
Division of Accounting and Reporting  
State Government Reporting  
P.O. Box 942850  
Sacramento, CA 94250-5872

### **HAND DELIVERY- SCO:**

**State Controller's Office**  
Division of Accounting and Reporting  
State Government Reporting  
3301 C Street, Suite 700  
Sacramento, CA 95816

### **ELECTRONIC DELIVERY BY EMAIL:**

**State Controller's Office**  
**State Government Reporting Section**  
[BLFinRep@sco.ca.gov](mailto:BLFinRep@sco.ca.gov)

### **MAIL DELIVERY- DOF:**

**Department of Finance**  
Fiscal Systems and Consulting Unit (FSCU)  
915 L Street, 7th Floor  
Sacramento, CA 95814

### **MAIL DELIVERY- STO:**

**California State Treasurer's Office**  
Securities Clearance Section  
P.O. Box 942809  
Sacramento, CA 94209-0009

### **SPECIAL MAILING/DELIVERY INSTRUCTIONS:**

#### **Year-End Financial Reports - SCO:**

Mail or hand-deliver all required year-end reports to the **SCO**. For a full list of required reports by fund type, please refer to the Budgetary/Legal Procedure Manual.

#### **Report of Expenditures of Federal Funds (Report 13) - DOF and SCO:**

Mail the *original signed* report to the **DOF**.  
Mail/or hand deliver *one copy* to the **SCO**, along with the required year-end financial reports.

#### **Report of Accounts Outside the State Treasury System (Report 14) - STO and SCO:**

Mail the *original signed copy* to the **STO**.  
Mail *one hardcopy* to the **SCO**. Send *one electronic copy* to the **SCO**.  
Use only revised STD. 445 (Rev. 09/2014) version.

### **REMINDERS:**

- Label each report with the department name and four-digit organization number and the fund name and number.
- Original and copies must include a signature and phone number.
- Verify all reports for all funds are submitted.
- If financial reports for a particular fund are not submitted, provide an explanation on the certification letter; list the report on the certification letter and note "**no activity to report**". If there is nothing to report for Reports Nos. 18 and 19, indicate "**no capital assets**".
- **Do not staple** year-end reports together. Please use paper clips, binder clips, or rubber-bands.