



Disbursement Schedule FY 2009-10

First 5 California is pleased to release the FY 2009-10 Disbursement Schedule which lists First 5 California's planned disbursements and reimbursements for this current year. 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: Small Population County Augmentations, County Commission Tax Revenue, First 5 California Local Agreements, 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 typically 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 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, 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 to 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 the error.
 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 Terry Miller, Chief, Administrative Services Division at (916) 263-1092 or by e-mail at tmiller@ccfc.ca.gov.

July 1, 2009