

TO: Chief Business Officers
Fiscal Portal Users

FROM: Fiscal Standards and Accountability Unit

RE: Summary of CCFS-311 Annual Financial and Budget Report Updates

This memo outlines updates to the Fiscal Portal: CCFS-311 Annual Financial and Budget Report for the 2024-2025 fiscal year actual data. The report is **due on or before October 10, 2025**, and includes year-end balances and budget projections for the upcoming year. These updates aim to improve reporting clarity, ensure compliance, and support statewide fiscal analysis.

Background

The CCFS-311 captures year-end balances and budget projections for the upcoming year. It summarizes budgetary decisions across all funds and communicates the results to the Chancellor's Office. This data informs statewide financial trends, fiscal health assessments, and policy development.

Summary of CCFS-311 Updates

1. Clarified Reporting Instructions

- Guidance added for the use of Accounts 8874 and 8874.5 when reporting California College Promise Grant (CCPG) and California College Promise revenues.
- Clarification provided on the proper use of Account 8874.
- An automated audit check has been implemented for lottery expenditures.

2. Revenue Matching and Data Sources

To support internal validation, district must ensure that **Enrollment**, Account 8874, aligns with:

- Local Revenues (CCFS-323): Enrollment Fee Revenue Report, Subtotal for Apportionment Funding under Total Fees Paid.

The Chancellor's Office receives enrollment fee revenue data from two sources:

- CCFS-311 (Fiscal Portal): Based on Budget and Accounting Manual requirements; used for year-end apportionment recalculations.

- CCFS-323 (Local Revenues): Used to estimate and report actual enrollment fee revenue for Student Centered Funding Formula (SCFF) calculations.

Definitions for Reporting California College Promise and CCPG

California College Promise

- State-funded categorical program.
- If used for fee waivers, record in **contra-revenue Account 8874.5**.
- Must be recorded in the **Restricted General Fund** only.
- Refer to Fiscal Memo [FS 21-05](#) and the [Student Financial Assistance Programs Unit](#) for additional guidance.

California College Promise Grant (CCPG)

- Formerly known as the BOG Fee Waiver.
- Locally administered program.
- Record as a reduction of student fee revenue in **Account 8874**.

Lottery Expenditures and 50% Law Compliance

Per Education Code Section 84362, classroom instructor salaries must equal or exceed 50% of current education expenses. Due to recent audit recommendations:

- All lottery funds must be excluded from the 50% Law calculation.
- Reported lottery expenditure on the 50% Law page must match actual unrestricted lottery expenditures.
- An audit check has been added to the CCFS-311 to verify compliance.

Contact

For questions or further clarification, please contact the Fiscal Portal: CCFS-311 at ccfs311admin@cccco.edu.