Judicial Council of California

REPORTING REQUIREMENTS

CHAPTER 12

Original Release Date:	Revised Effective:
October 1, 2011	January 1, 2026

Table of Contents

Introduction 3
Defined Terms 3
12.1 Judicial Council Reports under PCC 19209 3
A. Reporting Period 3
B. Content of Report 3
C. Responsibility of JBEs to Provide Information for the Judicial Council Report 4
D. Responsibility to Prepare Report 4
E. FI$Cal-related Responsibility 4
12.2 Notifications by JBEs to the State Auditor under PCC 19204 5

INTRODUCTION

This chapter describes the Judicial Council's obligations under PCC 19209 to provide reports to the Joint Legislative Budget Committee and the State Auditor relating to superior court contracts and payments, and the obligation of JBEs using the Financial Information System for California (FI$Cal) to make their contract and payment information available for the state's transparency websites. In connection with this reporting and FI$Cal-related obligation, this chapter describes the role of each JBE in providing information related to the JBE's contracts with Vendors.

This chapter also describes the obligations under PCC 19204(a) of all JBEs to notify the State Auditor of certain contracts with total costs estimated at more than $1 million.

DEFINED TERMS

If not defined in the text of this chapter, the definitions of capitalized terms are set forth in the glossary.

12.1 JUDICIAL COUNCIL REPORTS UNDER PCC 19209

A. Reporting Period

The Judicial Council will annually provide a report to the Joint Legislative Budget Committee and the State Auditor as required by PCC 19209 no later than September 30 of each year, covering the state fiscal year ending June 30 of that year.

B. Content of Report

The Judicial Council report will include a list of all Vendors that receive a payment from a superior court during the reporting period. For each Vendor, the report will include the following information:

- The superior court(s) that contracted for the good or service;
- The amount of payment; and
- The type of service or good provided.

The report will also include a list of all superior court contracts that were made or amended during the reporting period. The report will contain the following information by Vendor for each distinct contract that was amended:

- The name of the Vendor;

- The type of service or good provided;
- The nature of any amendment;
- The duration of any amendment; and
  The cost of any amendment.

C. Responsibility of JBEs to Provide Information for the Judicial Council Report

Superior Courts: The Phoenix Statewide Financial System (Phoenix) is the source of information for compiling reports relating to payments during a reporting period by each superior court to Vendors and relating to contracts between Vendors and each superior court. Each superior court is responsible for ensuring that the information in Phoenix relating to payments to, and contracts with, that superior court's Vendors is accurate, consistent, and complete.

Judicial Council: The Judicial Council's Branch Accounting and Procurement office is responsible for maintaining and providing accurate, consistent, and complete information relating to payments to, and contracts with, Vendors of the Judicial Council.

All JBE personnel involved in maintaining and providing the necessary information for reports should have the appropriate training, experience, level of responsibility, and accountability as is necessary to ensure the accuracy, completeness, and consistency of the information in the reports provided by the Judicial Council.

D. Responsibility to Prepare Report

The Judicial Council's Branch Accounting and Procurement office is responsible for preparing the Judicial Council report.

The Judicial Council's Branch Accounting and Procurement office has lead responsibility for compiling the superior courts' contracting and vendor payment data and reporting it to the Legislature and the State Auditor.

E. FI$Cal-related Responsibility

As required by PCC 19209, JBEs using FI$Cal shall participate with the state's transparency effort by making their contract and payment information available for the state's transparency websites on a rolling basis. Each JBE shall ensure their contract and payment information is entered in FI$Cal for the state transparency websites and

for state department audit purposes. The Judicial Council's Branch Accounting and Procurement office is available to assist JBEs in their responsibilities for entering this information.

12.2 NOTIFICATIONS BY JBEs TO THE STATE AUDITOR UNDER PCC 19204

Under PCC 19204(a), any JBE contract with a total cost estimated at more than $1 million is subject to the review and recommendations of the State Auditor[1] to ensure compliance with the California Judicial Branch Contract Law. Each JBE must notify the State Auditor, in writing, of the existence of any such contract within 10 Court Days of entering into the contract. The date of "entering into the contract" is the date on which the contract is fully executed by all parties. *The State Auditor has established the following email account for receiving the foregoing notifications:*

judicial.branch.contracts@auditor.ca.gov

Notes: Excluded from this requirement are contracts covered by GC 68511.9, which covers contracts for the California Case Management System and all other administrative and infrastructure information technology projects of the Judicial Council or the courts with total costs estimated at more than $5 million. (Under GC 68511.9, these contracts are subject to the review and recommendations of the California Department of Technology.[2])

A JBE is not required to notify the State Auditor of amendments to an existing contract if the JBE previously notified the State Auditor of the existence of such contract pursuant to PCC 19204(a).

If a contract that initially had total costs estimated at $1 million or less, is subsequently amended such that total estimated costs now exceed $1 million, the contract must be reported in accordance with PCC 19204(a), within 10 Court Days of the amendment.

[1] PCC 19204(a) refers to the Bureau of State Audits; the Bureau of State Audits, however, now refers to itself as the California State Auditor's Office. This Manual uses the term State Auditor.
[2] GC 68511.9 refers to the office of the State Chief Information Officer, which subsequently became the California Technology Agency, and then the California Department of Technology.