

*** DO NOT write on BALANCE or TOTAL line areas
 *** Must put a minus sign on lines 10, 14, and 19 (if 19 is a minus amount).
 *** Must complete all underlined areas.

**COMPTROLLER OF THE TREASURY-GENERAL ACCOUNTING DIVISION
 Reconciliation and Analysis of Agency Bank Accounts and Petty Cash Funds with Funding Sources**

1 Financial Agency Code:		Date :	
2 Title of Agency:			
	(print)		
3 Agency Contact:		Telephone:	
	(print)		
4 Bank Account Number:		Petty Cash I.D.:	
5 Name of Bank:			
	(print)		
6 (a) Title of Account:			
	(print)		
(b) Authority for Account (GAD Control No.):			

SECTION I ACCOUNT RECONCILIATION

7 Bank balance as per statement dated:			
8 (Add) Deposits not reflected on bank statement		+	
9 BALANCE			\$0.00
10 (Subtract) Outstanding checks		-	
11 BALANCE			\$0.00
12 (Add) Debit Adjustments		+	
13 BALANCE			\$0.00
14 (Subtract) Credit Adjustments		-	
15 BALANCE per checkbook and/or Petty Cash Balance			\$0.00
16 (Add) Outstanding advance vouchers due from individuals:			
(A) Less than 30 days			
(B) 30 days and over			
		TOTAL	+
17 (Add) Outstanding advance vouchers due from Custodians			\$0.00
	(A) _____		
	(B) _____		
	(C) _____		
		TOTAL	+
			\$0.00
18 (Add) Vouchers in transmittal reimbursement process		+	
19 Other		(+ or -)	
20 Total amount of bank account and/or Petty Cash			\$0.00

SECTION II

FUNDING SOURCES

21	Appropriation Code & Fund	Permanent or Temporary Advance	Other Source	Amounts

TOTAL

\$0.00

22

Total amount of bank account/Petty Cash funding sources

\$0.00

23

I hereby certify that the amounts presented above are accurate and present fairly this agency's bank accounts and petty cash funds.

Name: _____
(print)

Name: _____
(signature)

Title: _____
(print)