

SAM—RECONCILIATION AND REPORTS

REVOLVING FUND RECONCILIATION

7922

(Revised 03/11)

Departments will reconcile their Office Revolving Fund account using the method shown below.

**Department Name and Number
Revolving Fund Reconciliation
As of June 30, 20__**

Cash:

Cash book balance		\$7,300.00	
Cash on hand includes:			
• Cash in sub-revolving funds (e.g., change funds and cash purchase funds),	200.00		
• Undeposited receipts, and	50.00		
• Unreceipted SCO warrants in transit for reimbursement of revolving fund. 1/	600.00	850.00	\$8,150.00

Expense advances: 2/

Travel		500.00	
Salary		1,000.00	1,500.00

Claims filed but not yet paid by the SCO 3/ 4,000.00

**Amount of revolving fund withdrawn from
appropriation or pursuant to statute** \$13,650.00

1/ Includes warrants dated the month being reconciled but not received until the following month (e.g., warrants dated June 30, but not received until July).

2/ List advances on supporting schedules with corresponding revolving fund check numbers and amounts.

3/ List corresponding claim schedule numbers and amounts.