RECONCILIATIONS **8060**
(Revised 8/98)

All bank and centralized State Treasury System (CTS) accounts will be reconciled promptly at the end of each month. See SAM Sections 7900 and 7967. This does not preclude reconciliations at other times of the month as considered necessary by the agency.

If it is determined by the reconciliation that an error has been made, agencies will notify the State Treasurer's Office. **DO NOT NOTIFY THE BANK**.

Report of Deposit Errors:

1. If there is an item on the statement that you cannot identify, copy that page of your CTS statement and highlight the item. Send the copy with a brief letter of explanation.

2. If you did not receive credit for a deposit, verify that all of the information on the Report of Deposit is complete and accurate. Send a legible photocopy of the Report of Deposit on white letter size paper only. DO NOT send agency or bank copies.

3. If there is a discrepancy in the amount of credit, send photocopies of the Report of Deposit and the CTS statement with the item highlighted. Send the copies with a brief letter of explanation.

4. If the Report of Deposit errors involve more than one bank, a separate letter is required for each bank.

The above items 1-4 must be sent to:

State Treasurer's Office
Bank Reconciliation Unit
915 Capitol Mall, C-15
P. O. Box 942809
Sacramento, CA 94209-0001

If there is an agency check error on the CTS statement, make legible photocopies of the check, front and back, and the statement. Send the copies with a brief letter of explanation to:

State Treasurer's Office
Warrant Processing Unit, Room 2
915 Capitol Mall, C-15
P.O. Box 942809
Sacramento, CA 94209-0001

Do not include Report of Deposit errors with agency check errors on any letter of explanation. A separate letter is required for each type of error.