

SAM—RECONCILIATION AND REPORTS

REVOLVING FUND RECONCILIATION
(Revised 03/11)

7922

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**Amount of revolving fund withdrawn from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.