

**SAM – GENERAL LEDGER ACCOUNTS**

**ACCOUNT NO. 1710,  
EXPENSE ADVANCES**  
(Revised 5/1987)

**10418**

Normal Balance: Debit as of June 30. None at any other time.

Purpose: This account shows, for year-end reporting purposes, the amount of cash advanced to employees for travel or other legitimate expenses from the agency revolving fund. During the year, the revolving fund is accounted on an imprest basis. In order not to overstate the amount of cash in the revolving fund in year-end statements, as of June 30 each year this account together with Account Nos. 1190, 3010, and 3020 is debited and Account No. 1130, Revolving Fund Cash, is credited for the appropriate amounts to reduce Account No. 1130 to the actual amount of revolving fund cash on deposit in the agency's general checking account with the State Treasurer. The entry is reversed as of July 1.

Subsidiaries: Portion of Revolving Fund Receivables Ledger

Normal Entries:

<u>Entry No.</u>	<u>Debits</u>	<u>Entry No.</u>	<u>Credits</u>
A-2	Agency revolving fund is adjusted for expense advances outstanding as of June 30, as explained above.	A-2	Is reversed as of July 1.