

PETTY CASH FUND ANNUAL REPORT INSTRUCTIONS

The June 30 Petty Cash Fund Report is due July 15 of every year and covers all petty cash. Only one report is required each year. The purpose of the report is to obtain status of all authorized Petty Cash Funds and to report results of financial activity to the Department of Administration.

In row

- | | |
|-------------------------------|---|
| 6. Fiscal Year Ending June 30 | Enter appropriate fiscal year. |
| 9. Entity / Division | Enter the name of the division and/or the entity. |
| 10. Bank Name (if applicable) | If applicable, enter the name of the bank where the petty cash is associated. |
| 11. Account Number | If applicable, enter the bank account number for the petty cash account. |
| 12. Report Prepared By | Enter the name of the person completing this form. |
| 13. Telephone Number | Enter the direct telephone number or telephone number with extension of the person preparing this form. |

Cash and Cash Items

- | | |
|--|---|
| 15. Cash on Hand | Enter the actual cash on hand as of June 30. |
| 16. Cash in Bank | Enter the bank statement balance as of June 30, if applicable. |
| 17. Paid Receipts and Reimbursement Vouchers in Process List Individually (rows 18-40) | Enter the total amount of all paid receipts or reimbursement vouchers in process as of June 30. Complete in detail, listing documents, numbers and amounts, which will reimburse the Petty Cash Fund. |
| 41. Other: Specify Below (rows 42-45) | Enter any other item included in Petty Cash. Explain in detail, listing documents, numbers and amounts, which will reimburse the Petty Cash Fund. |
| 46. Cash and Cash Items | This is a calculated sum field of the above lines. This line must agree to the Department of Administration (DOA) Authorized Petty Cash Level, row 47, of this form. The value in this line will be equal to F-80015, row 16, "Petty Cash (F-80013)." |
| 47. DOA Authorized Petty Cash Level | This line must agree to "Cash and Cash Items Total," row 46, of this form. The value in this line will be equal to F-80015, row 41, "Petty Cash (F-80013)." |
| 48. Balanced | INFORMATIONAL: This line shows if the "Cash and Cash Items," row 46, equals the "DOA Authorized Petty Cash Level," row 47. |