

SUMMARY OF DEPOSITORY FUNDS REPORT INSTRUCTIONS

All Divisions/Entities that have petty cash, contingent funds and other depository funds must complete and submit the DMT-15 report.

Organizational Information

In row

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|------------------------|--|
| 6. Fiscal Year Ending | Enter the appropriate fiscal year. |
| 9. Division | Enter the name of the responsible division. |
| 10. Entity Name | Enter the entity's operating name. |
| 11. Address | Enter the physical street address of the entity's location. |
| 12. City | Enter the city of the entity's location. |
| 13. Report Prepared By | Enter the name of the person preparing the report. |
| 14. Phone Number | Enter the direct telephone number or telephone number with extension of the person preparing the report. |
| 15. Date Prepared | Enter the date the report was completed. |

Funds Cash and/or Bank Balances

In row

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|--------------------------------------|---|
| 16. Petty Cash (F-80013) | Enter the amount from F-80013, row 46, "Cash and Cash Items Total." |
| 17. Contingent Funds | Enter the amount from F-80460, rows 42 and 43, "Bank Balance and Cash on Hand," for all contingent funds. Do not include any special consideration accounts. |
| 18. Client / Inmate / Resident Funds | Enter the amount from F-80460, rows 42 and 43, "Bank Balance and Cash on Hand" for all client/inmate/resident funds. Do not include any special consideration accounts. |
| 19. Canteen Fund | Enter the amount from F-80460, rows 42 and 43, "Bank Balance and Cash on Hand" for all canteen funds. Do not include any special consideration accounts. |
| 20. Sales Tax Payable Fund | Enter the amount from F-80460, rows 42 and 43, "Bank Balance and Cash on Hand" for all sales tax payable accounts. |
| 21. State Collections Holding Fund | Enter the amount from F-80460, rows 42 and 43, "Bank Balance and Cash on Hand" for all state collections accounts. |
| 22. Safety Glass Holding Fund | Enter the amount from F-80460, rows 42 and 43, "Bank Balance and Cash on Hand" for all safety glass holding accounts. |
| 23. Indigent Receivable Fund | Enter the amount from F-80460, rows 42 and 43, "Bank Balance and Cash on Hand" for all indigent receivables accounts. |
| 24. Other – Specify (rows 25-29) | Enter the amount from F-80460, rows 42 and 43, "Bank Balance and Cash on Hand" for funds or special consideration account types listed as "other." |

Other Reconciling Items – All Funds Except Petty Cash

In row

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| 31. Outstanding Checks | Enter the amount from F-80460, row 44, “Outstanding Checks” for all funds and accounts. |
| 32. Deposits in Transit | Enter the amount from F-80460, row 45, “Deposits in Transfer” for all funds and accounts. |
| 33. Interest | Enter the amount from F-80460, row 46, “Interest” for all funds and accounts. |
| 34. Vouchers in Process | Enter the amount from F-80460, row 47, “Vouchers in Process” for all funds and accounts. |
| 35. Other – Specify (rows 36-38) | Enter and itemize the amount of other reconciling items listed on F-80460, rows 48-52. |
| 39. All Funds Reconciled Balance | This field automatically calculates and is the sum of rows 16-38. This amount should equal the total of all F-80460, row 53, “Reconciled Balance” and F-80013, row 46, “Cash and Cash Items Total.” |

Book Balances

In row

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| 41. Petty Cash (F-80013) | Enter the amount from F-80013, row 47, “DOA Authorized Petty Cash Level.” |
| 42. Authorized Contingent Funds | Enter the amount from F-80460, row 54, “Book Balance Total” for all contingent funds. Do not include any special consideration accounts. |
| 43. Client / Inmate / Resident Funds | Enter the amount from F-80460, row 54, “Book Balance Total” for all client/inmate/resident funds. Do not include any special consideration accounts. |
| 44. Canteen Fund | Enter the amount from F-80460, rows 54, “Book Balance Total” for all canteen funds. Do not include any special consideration accounts. |
| 45. City and State Where Collateral is Held | Enter the city and state where the collateral is physically located. |
| 46. Name of Owner | Enter the name as it appears on the financial instrument. |
| 47. Market Value | Enter the market value of the collateral on June 30. The market value is defined as the expected amount a seller will receive for the securities in the open market. |
| 48. Collateral Type (rows 38 and 39) | Check the type of collateral. If collateral is “other,” specify the type in the blank space provided in row 39. |
| 49. Other – Specify (rows 50-53) | Enter and specify the amount from F-80460, row 54, “Book Balance Total” for funds classified as “other” in fund type. |
| 54. Book Balance Total | This field automatically calculates and is the sum of rows 41-53. This amount should equal the total of all F-80460, row 54, “Book Balance Total” and F-80013, row 46, “Cash and Cash Items Total.” |
| 55. Reconciled Must Equal | INFORMATIONAL: This line shows if the “Book Balance Total,” row 54, equals the “All Funds Reconciled Balance,” row 39. |

Certified Correct By

In row

57. Name

Enter the name of the person certifying the form.

58. Title

Enter the title of the person certifying the form.

62. Phone Number

Enter the direct telephone number or telephone number with extension of the person certifying this form.

63. Date

Enter the date of the certification.