

## ANNUAL CONTINGENT ACCOUNT ACTIVITY REPORT INSTRUCTIONS

The June 30 Annual Contingent Account Activity Report is due July 15 of every year and covers all contingent and petty cash accounts. Only one report is required. The purpose of the report is to analyze the activity of all authorized Contingent and Petty Cash Funds.

### I. Organization Responsible for Fund

In row

- |  |   |
|--|---|
| 8. Fiscal Year Ending June 30                      | Enter appropriate fiscal year.  |
| 11. Name – Institution / Center /<br>Business Unit | Enter the name of the institution/center or business unit.  |
| 11. Name – Division                                | Enter the division name.  |
| 13. Name – Individual Completing<br>Report         | 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. |
| 13. Date Completed                                 | Enter the date that the form is completed.  |

### II. Account Information

In Row

- |   |  |
|---|--|
| 17. Authorized Contingent Account                   | Enter the amount of the Authorized Contingent Account – see Section 2 – Cash and Cash Equivalents 6.0 (Depository Funds and Petty Cash Reports) for authorized amount. |
| 18. Amount Authorized for Petty Cash                | Enter the amount Authorized for Petty Cash – see Section 2 – Cash and Cash Equivalents 6.0 (Depository Funds and Petty Cash Reports) for authorized amount.            |
| 19. Amount Authorized for Change<br>Account         | Enter the amount Authorized for Change Account – see Section 2 – Cash and Cash Equivalents 6.0 (Depository Funds and Petty Cash Reports) for authorized amount.        |
| 21. Number of Disbursements                         | Enter the total number of disbursements from the contingent account for the fiscal year.   |
| 22. Number of Replenishment Checks<br>Written       | Enter the total number of replenishment checks that were written during the fiscal year.   |
| 23. Total Amount of Replenishment<br>Checks Written | Enter the sum total amount of replenishment checks written during the fiscal year.   |
| 24. Average Replenishment Amount                    | Enter the amount of the average replenishment check written during the fiscal year.  |
| 25. Highest Replenishment Amount                    | Enter the amount of the largest replenishment check written during the fiscal year.  |

- 26. Lowest Replenishment Amount      Enter the amount of the smallest replenishment check written during the fiscal year.
  
- Column C. How often is the Contingent Account Replenished?      Enter an X in the appropriate box that answers the question, "How often is the Contingent Account Replenished?"
  
- 38. Blank Line (rows 38-47)      If there is a need to include additional information, enter it here.