

**Office of the State Comptroller  
Bureau of Accounting Operations  
Cash Advance Account Confirmation & Reconciliation Form  
as of June 30, 200X**

Agency Name: \_\_\_\_\_ Agency Code: \_\_\_\_\_

**Part I:**

Bank Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

**Part II:**

Detail Account Reconciliation (all advance accounts to bank balances) worksheet:

Type of Advance (Sub-Ledger Code)	Cash in Bank 6/30/200X	plus vouchers to be prepared	plus vouchers in process(OSC)	plus other(note 4)	Less outstanding checks	Total Advance June 30, 200X
Petty Cash (sub-ledger code)						
Travel (sub-ledger code)						
Confidential (sub-ledger code)						
Payroll Advance (sub-ledger code)						
Other Advances (sub-ledger code)						
TOTAL						

See notes below: (1) (2) (3) (4) (5) (6)

- 1: Attach the June 30, 200X bank statement. Col. 1= June 30th bank balance.
- 2: Attach a list of vouchers to be prepared
- 3: Attach a list, including batch and voucher numbers, of vouchers in process with OSC
- 4: includes change funds, permanent travel advances, etc.
- 5: Attach a list of outstanding checks ( including payee, date of issue and amount).
- 6: The total must agree with the total advances as shown on the June 30, 200X LED060.

Name of person preparing this form: \_\_\_\_\_ Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Signature of Authorized Check Signer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form together with a copy of the bank account statement, list of vouchers to be prepared, outstanding check list and related documents to:

Janet Hall (518)486-1227 [jmhall@osc.state.ny.us](mailto:jmhall@osc.state.ny.us)  
or Jill Losi (518)486-1225 [jlosi@osc.state.ny.us](mailto:jlosi@osc.state.ny.us)

Is accounting software used? \_\_\_\_\_  
If so what type? \_\_\_\_\_  
None \_\_\_\_\_

Office of the State Comptroller  
Revenue Processing Section  
110 State Street, 9th Floor  
Albany, NY 12236