

COMPTROLLER OF MARYLAND – GENERAL ACCOUNTING DIVISION
INSTRUCTIONS FOR COMPLETING “RECONCILIATION AND
ANALYSIS OF AGENCY BANK ACCOUNTS AND
PETTY CASH FUNDS WITH FUNDING SOURCES”

This form is to be used only for individual reconciliations of any of the following types of accounts maintained by State agencies: (If your agency does not meet any of these requirements, enter “NONE” on line 21, sign and date, and return to the General Accounting Division.)

- A. Any Bank account and/or Petty Cash account totally or partially funded by an advance from the Comptroller’s Office. (Complete entire form.)
- B. If your agency received an advance from the Comptroller’s Office for the purpose of establishing and/or funding a non-budgeted account and the funds remain in the State Treasury. (Complete lines 1-9 and 21-23 only).

ELECTRONIC SUBMISSION INSTRUCTIONS

THE FOLLOWING INSTRUCTIONS ARE NUMBERED TO COINCIDE WITH THE APPROPRIATE LINE NUMBER OF THE RECONCILIATION FORM FOR AN **ELECTRONIC SUBMISSION USING THE EXCEL SPREADSHEET:**

- 1. Enter your R*STARS 3 character financial agency code in cell D6 and date of report in cell D7.
- 2. Enter the agency’s full title in cell D8.
- 3. Enter the name in cell D9 and telephone number in cell D10 and e-mail address in cell G10 of the person to contact in the event of any questions pertaining to the completed form.
- 4. Select from the drop down in cell D11 if the funds are held in a bank account or in a petty cash account. *If held in a bank account, complete instructions 5-7.*
- 5. Enter the bank account number in cell D12 that has been assigned by the bank to your bank account.
- 6. Enter name of bank where account is maintained in cell D13.
- 7. Enter the title of the account in cell D14.

Section I

- 8. Enter the date of the bank statement from which this report is prepared in cell E18 and the account balance per this statement in cell I18.

9. Enter the amount of deposits which were made, but not reflected on the bank statement in tab “Deposits Not In Bank (11)”. Total will appear in cell I19 of the GAD-503.
10. Enter the total amount of outstanding checks in tab “Outstanding Checks (12)”. Total will appear in cell I20 of the GAD-503. List separately in tab “Outstanding Checks (12)”, any checks outstanding over 6 months and the procedures followed by your agency to adjust your checking account balance. NOTE: All unrepresented checks will be processed according to State Treasurer’s Office procedures.
11. List separately in tab “Debit Adjustments (13)”, all debit adjustments to the account balance and an explanation for any amounts shown. Include on this line any chargebacks, bank charges, statement errors, and bank transfers. The total will appear in cell I21 of the GAD-503. If chargebacks are present, list those amounts over 30 days old and the corrective steps being taken to recover the moneys in the grid to the right in the worksheet.
12. List separately in tab “Credit Adjustments (14)” all credit adjustments to the account balance and an explanation for any amounts shown. Included on this line should be returned checks, statement errors and bank transfers. Returned checks, which are abandoned property, must be processed according to law.
13. Lines 10, 11 and 13 are added and lines 12 and 14 are subtracted to provide the total balance per checkbook or petty cash balance, shown in cell I23 of the GAD-503.
14. List separately in tab “Outstanding Adv < 30 days (16a)” the amount of outstanding advances issued to individuals for travel, salaries, etc., outstanding less than 30 days, but do not include moneys advanced to unit custodians for Petty Cash or Working Funds (line 16).

List separately in tab “Outstanding Adv > 30 days (16b)” the amount of outstanding advances, as done for 13a, but only those amounts greater than 30 days old. Include all amounts over 30 days old and the corrective steps being taken to recover the moneys.

The total for the sum of these Outstanding Advances will appear in cell I27 of the GAD-503.

15. Enter the amount of outstanding advances issued to unit custodians for Petty Cash or Working Funds.
 - a. Enter amounts advanced to custodians which were subsequently deposited in a savings or checking account. Do not include amounts, which were deposited in an “individual’s” savings or checking account. These amounts must be

included in line 17. Identify custodian and prepare a separate reconciliation for each "State" savings or checking account.

- b. Enter amounts advanced for \$2,500 or more to custodians not included in line 17a. Identify custodian and prepare a separate reconciliation for each account.
 - c. Enter remaining amount of advances to custodians not included on lines 17a and 17b. This amount represents "Petty Cash" advanced to custodian for less than \$2,500. Identify custodian and prepare a separate reconciliation for each account.
16. Enter the amount of vouchers in the reimbursement process in tab "Vouchers in Trans. Reimb. (18)". Include both vouchers in your office and those already sent on transmittal to the Comptroller's Office. The total will appear in cell I30 of the GAD-503.
 17. Enter any other amounts affecting the account for which descriptive lines have not been provided such as Interest Earned in tab "Other(19)". List separately and give detailed explanations for the amount listed on this line. The total will appear in cell I31 of the GAD-503.
 18. Lines 15, 16, 17, 18, and 19 will sum and the total will appear in cell I32 of the GAD-503.

Section II

19. For each advance currently outstanding and pertaining to the account reconciled in Section I, list source of funds used to fund account, i.e., R*STARS five character appropriation code and fund in rows 37-42 of the GAD-503. The total will appear in cell I43. Also, acknowledge if advance is permanent or temporary and if funds were received from a source other than the Comptroller, please list source of funding and give separate explanation. The line 20 certification will require that you have verified that your R*STARS records are in agreement with the accounts shown in this section.
20. The amount listed in rows 37-42 will sum and the total will appear in cell I43 of the GAD-503. This amount should equal line 20 (cell I32).
21. Certification must be signed by the agency's fiscal officer. The fiscal officer must have an authorized signature card (GAD X-10) on file with the General Accounting Division.