



# CASH RECONCILIATION & INTERNAL CONTROLS

Montana Clerks, Treasurers & Finance Officers  
Institute ~ May 2011

Presented by:

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Darla Erickson, Local Government Services Bureau

# RECONCILIATION OF CASH

- **A Municipal Treasurer shall (7-6-612 MCA):**
    - Receive, disburse and serve as custodian of all public money
    - Provide for accountability of the entity's cash receipts, deposits and investments of all departments, offices and boards
    - Pay all claims or warrants when presented for payment when there are funds in the treasury to pay the warrants/checks
    - Require periodic departmental reports of money receipts and their disposition on forms (to governing body)
    - The governing body shall direct the municipal treasurer to open separate accounts for receipt of money for the governing body. Only the municipal treasurer may open an account for the receipt of local government money
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# RECONCILIATION OF CASH

- **A Municipal Treasurer's primary function is to manage the cash by:**
  - Reconciling bank accounts, investments & cash on hand to the general ledger monthly
    - **As soon as statements arrive preferably**
    - **At the same time each month**
  
- **The Municipal Treasurer should verify:**
  - Deposits made to all bank accounts during the period balance with all deposit/cash receipts
  - Payments from each bank account balances with checks & electronic withdrawals paid during the period
  - Transfers between bank accounts
  - All transactions are posted in records during the period
    - **Interest should be receipted in the month it is earned.**



# RECONCILIATION OF CASH

- **Bank Reconciliation is the process of comparing transactions from the accounting records against those presented on the bank statements/records.**
  - **Compare the total of the receipts written for the month to the total of the bank deposits for the month**
    - **Ensure interest earned is receipted or a journal voucher is prepared at month-end**
  - **Compare the total disbursements for the month to the total of claims and electronic payment items**
    - **Ensure any bank fees are entered in accounting records or a journal voucher is prepared at month-end**



# RECONCILIATION OF CASH

## ○ Bank Reconciliation will uncover possible discrepancies caused by:

- Timing Differences
- Data input error or software glitches
- Bank error
- “Automatic” or “Electronic” charges or deposits
- Employee theft

## ○ Bank Reconciliation allows for:

- Timely correction of errors
- Timely adjustments for charges or deposits
- Correction of other irregularities

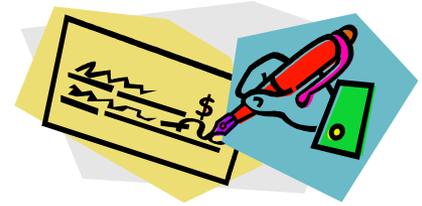


# RECONCILIATION OF CASH - DEFINITIONS

- **Cash** – Cash balances on hand, bank and investment balances
- **Cash Equivalents** – Temporary investments of cash not required at present time but could be available within three months whereas short-term investments mature within 12 months
- **Bank Statement** – Statement issued by bank to the customer showing current balance
- **Deposits in Transit** – Amounts that the entity has already received and recorded but are not recorded by the bank at the time the statement is presented (it will be on the next statement)



# RECONCILIATION OF CASH – DEFINITIONS CONT.



- **Outstanding checks** – Checks that have been written and entered in records but have not cleared the bank account.
- **Redeemed checks** – Checks that have been written, entered in records and have cleared the bank account
- **NSF Check** – Check that was not honored by the bank it was written on because the account did not have enough money to cover the check



# RECONCILIATION OF CASH – DEFINITIONS CONT.



- **Bank error** – An error made by a bank processing the check. The error can be an incorrect amount, wrong account or omission of an item.
- **Bank Service Charge** – Fees deducted by the bank for the processing of checks, overdraft fees, stop payment order, check or deposit printing fees.
- **Interest earned** – The interest earned and added to the account during the statement cycle.



# RECONCILIATION OF CASH – DEFINITIONS CONT.

- **Cash Receipts** – A pre-numbered receipt that is written (or input if using receipting software) for all incoming payments of cash, checks, automatic deposits, interest earned.
    - A cash receipt should be made immediately.
  - **Petty Cash Account** – an account used to make change and pay for small expenditures. This account can be a combination of cash and a checking account with a small balance.
    - Original receipts should be provided to show where expenditures were made. A claim check could be written to the petty cash fund to replenish. The expenditures of the claim would be coded by reviewing the receipts.
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# RECONCILIATION OF CASH ~ QUIZ #1

- 1. Checks that have been written by the city but have not cleared the checking account are called \_\_\_\_\_?
- 2. You wrote cash receipts and made a deposit on April 30 at 5 p.m. This deposit is not on your April bank statement. It is called a \_\_\_\_\_?
- 3. Bank Reconciliation is the process of comparing transactions from the accounting records against those presented on the \_\_\_\_\_?



# RECONCILIATION OF CASH ~ QUIZ #1

- 1. Checks that have been written by the city but have not cleared the checking account are called **Outstanding Checks**
- 2. You wrote cash receipts and made a deposit on April 30 at 5 p.m. This deposit is not on your April bank statement. It is called a **Deposit in transit**
- 3. Bank Reconciliation is the process of comparing transactions from the accounting records against those presented on the **Bank Statement**



# RECONCILIATION OF CASH

## Where do I start?

- **Remember:** This is one of the most important aspects of your position as a Clerk or Clerk/Treasurer.
  - **Protect yourself** and your position by accurately reconciling cash on a consistent basis
  - **Report problems if you can't resolve it!**
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# RECONCILIATION OF CASH

- Step 1: Start at the beginning – Receipting
- Each time you take in revenue – write a receipt or input it in your receipting software immediately.
  - Each receipt should say if the payment was cash, check, credit card, auto deposit
  - Stamp or endorse checks immediately
  - Keep cash and checks in a secure location



# RECONCILIATION OF CASH

- **Cash receipts should:**
  - (If not using software-generated receipting software)
- Be pre-printed and **pre-numbered**
- Have multiple copies
- Include date
- Amount – numerical and written
- Received from
- Fund and revenue account information
- Type of payment received – cash, check, credit card or ACH or other electronic deposit
- Be signed by the person who accepted payment



# RECONCILIATION OF CASH ~ SAMPLE RECEIPT

City of Somewhere, MT

Receipt #25996

Fund # \_\_\_\_\_ Account # \_\_\_\_\_

Date \_\_\_\_\_

Received from \_\_\_\_\_ \$ \_\_\_\_\_

Written amount \_\_\_\_\_

For \_\_\_\_\_

- Cash
- Check k# \_\_\_\_\_
- Auto \_\_\_\_\_
- Credit Card

Accepted by \_\_\_\_\_



# RECONCILIATION OF CASH

## **Keep control of the cash & cash receipt book**

- All cash receipts should be written in numerical order
- The cash and checks should be included in the next bank deposit ~ until then store in a safe location!
- All checks received by the Town/City should be made payable to the Town/City
- All checks received should be stamped or endorsed immediately upon receipt



# RECONCILIATION OF CASH

## Keep control of the cash & cash receipt book (cont.)

- If cash is received and a cash receipt is written – **do not use this cash** to replenish petty cash or cash a personal check for someone
- If you **void a cash receipt** do not destroy it or its copies – keep all copies with the other cash receipts

*(Document on the receipt the reason it was voided)*



# RECONCILIATION OF CASH

## ○ When accepting cash:

- Always keep the cash in view of the customer until you have completed the transaction
- Always count the cash in the presence of the customer
- Separate the bills by denomination all facing one direction – largest denomination on top – stack coins by denomination
- Check each bill to ensure the denomination
- Add up the bills - If your total doesn't agree – repeat the count until it agrees – reverse the order of the denomination – (largest on bottom – face up)
- If a discrepancy still exists – ask a co-worker (if available) to count
- Don't put the cash away until you verify it is correct and the transaction is complete.



# RECONCILIATION OF CASH

## ○ Keeping a cash drawer:

- Keep the cash drawer locked – never leave it unlocked or unattended if it is removable
- Keep it in a consistent manner
- Arrange currency divided by denomination
- Ensure all bills face the same direction
- Have a separate compartment for checks
- Verify the dollar amount of the beginning balance (Petty Cash amount)
- Have periodic & sporadic reviews of the cash drawer by another employee, Mayor or Council member – keep a log of the reviews

# RECONCILIATION OF CASH ~ QUIZ #2

- **1. Cash Receipts should:**
    - A. Be pre-numbered and written in order
    - B. Be blank and the Clerk inputs a number
    - C. Don't use cash receipts – it's a waste of time
  
  - **2. Checks written to the entity should be:**
    - A. Made out to the Entity and endorsed at the bank
    - B. Made out to the Clerk and endorsed by the Clerk
    - C. Made out to the Entity and endorsed immediately
  
  - **3. When accepting cash from a customer:**
    - A. Count it after they leave
    - B. Don't bother counting it
    - C. Count it in front of the customer to verify the amount
- 

# RECONCILIATION OF CASH

## ◦ Step 2: Making the Bank Deposits

**Cash receipts = Bank deposit slip**

- When doing a bank deposit – add up all cash receipts and verify they balance with the total of your bank deposit slip.
    - **Don't take the deposit to the bank until you verify it balances**
    - **Use duplicate bank deposit slips in a book – keep the copy in the book in the order they were written**
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# RECONCILIATION OF CASH

## ○ Internal controls for bank deposits:

### ● Have a cash management policy:

- It should state how & who handles receipting & deposits
- The person that writes the receipts should not be the one to prepare the bank deposit (not possible in smaller entities)
- Develop other internal controls to compensate ~ such as having Mayor or Council spot check the deposits at random intervals by adding the items for deposit and comparing to the cash receipts and to the bank deposit slip.
- Verify efficiency & effectiveness of operations –  
**If it isn't working change how you do it!**



# RECONCILIATION OF CASH

- **Handling automatic & electronic transactions:**
- **Interest – leave a cash receipt open at month-end to receipt monthly bank and investment interest payments**
- **If you have access to on-line banking:**
  - **Check for ACH deposits periodically – write a cash receipt.**
  - **Watch for notification of auto deposits in your mail.**
  - **Prepare a journal voucher for electronic payments that are not run through the claims or payroll process**
    - **Such as monthly loan payments or bank service charges**

# RECONCILIATION OF CASH

➡ **TIP: Put it where it isn't!**

○ If an item appears on the bank statement but not in the software:

➡ **Put it there by receipt or journal voucher**

- Example: interest

○ If an item is already in the software but not yet on the bank statement:

➡ **Put it there by making an adjustment to the bank balance**

- Example: deposit in transit

# RECONCILIATION OF CASH

## ◦ Step 3: Month-end processing

### ◦ **Ensure all bank statements have arrived**

- **Review** the statements immediately for any transactions that **have not** been receipted for revenues or journal voucher for expenditures
  - **Receipt** all interest earned in the month
  - **Journal voucher** any services charges or monthly transfers, including monthly inter-fund transfers
  - Note that NSF checks that were charged against your bank account have been properly adjusted for in your computer system or on your cards in a manual system
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# RECONCILIATION OF CASH

## ◦ Step 3: Month-end processing cont.

- **Redeem checks** that have cleared the bank
    - Put checks in numerical order
    - Redeem in software using vendor instructions or for a manual system put a check mark to denote the checks that have cleared the bank in the checkbook register
  - **Prepare an outstanding checks list**
    - Run a report on your software – (compare to statement)
    - For a manual system – add up checks that are not check marked remember to include prior month's outstanding checks
  - **Ensure voided checks were handled correctly**
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# RECONCILIATION OF CASH

- Step 3: Month-end processing cont.
- **If using a computer software system to issue and redeem checks:**
  - Make sure to post the payroll from the payroll software to the accounting software immediately after each payroll cycle
  - **Redeem** checks in the accounting software for the **appropriate accounting period**
  - **Reconcile** the claims and payroll **clearing funds** at month-end (Funds 7910 & 7930)
    - The balance should be warrants payable (outstanding) and due to others (accruals of quarterly payments -for payments not yet made)

# RECONCILIATION OF CASH ~ QUIZ #3

- **1. Cash receipts = \_\_\_\_\_**
  - A. Claims
  - B. Deposits in transit
  - C. Banks Deposits
- **2. Review the bank statement when it arrives for:**
  - A. Transactions that haven't been accounted for
  - B. To kill time
  - C. To check to see if your paycheck cleared the bank
- **3. Which of the following may require a journal voucher in your system:**
  - A. Bank service charge
  - B. Deposit in transit
  - C. Outstanding payroll check



# RECONCILIATION OF CASH

## ◦ Step 4: The Reconciliation

- **Total your cash receipts** for the month & run a software report – **If they balance proceed:**
    - **Verify** the total of cash receipts (journal vouchers) to the total of bank deposits on all bank & investment statements
    - **If this doesn't balance research & correct**
      - Check that all cash receipts or revenue vouchers are posted
      - Verify interest earned to amount receipted
      - Compare deposits on bank statement to your deposit slips
      - Check bank statement for ACH deposits
  - **Once this balances move forward with the next step of the reconciliation process**
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# RECONCILIATION OF CASH

## ○ Reconciliation ~ cont.

- Total all **checks** written & electronic transactions (payroll & claims) & compare to bank transactions
    - Look for any journal entries made for withdrawals not made by payroll or claims checks (Disregard inter-fund journal vouchers)
    - Add any outstanding electronic transactions to the outstanding checks report
    - Take the total of all checks & electronic transactions (PERS, Taxes, Auto loan withdrawals) compare to the bank statement
      - **If this doesn't balance check for any bank withdrawals that you did not make in your records.**
      - **(Remember – put it where it isn't!)**
    - **Once this balances move forward with the next step of the reconciliation process**
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# RECONCILIATION OF CASH

## ○ Reconciliation ~ cont.

### ○ Take the **ending bank statement balance**:

- + **Add** any deposits in transit (deposits you have receipted in but did not make it to the bank at month-end)
- - **Subtract** any outstanding checks & electronic payments that have not cleared the bank account to find adjusted bank balance

### ○ **Run a Cash Report** in your software or add up the total of your cash cards

### ○ **Compare** the ending cash balance of all funds to the adjusted bank balance

- (except claims and payroll clearing funds)



# RECONCILIATION OF CASH RECAP:



**Step 1: Review Cash Receipts for Accuracy**

**Step 2: Cash Receipts = Bank Deposits**

**Step 3: Month-end Processes: Transfers;  
Interest & Service Charges; Redeem Checks; Outstanding List**

**Step 4: Reconciliation:  
Bank balance – outstanding checks = Cash balance of funds**

# RECONCILIATION OF CASH – COMMON ERRORS

## ◦ Check the following for errors:

- Beginning balance is correct?
- Deposit totals = cash receipts
- All deposits recorded ~ All checks recorded
- Voided items ~ Checks, Claims, Cash Receipts
- Automatic transactions ~ Electronic items
- Transposition (Divisible by 9?)
- Addition or subtraction error
- Amount recorded incorrectly
- Interest earned ~ Service charges
- Bank statement balance correct – right time period?
- Deposit in Transit
- Redeemed a check that is still outstanding
- NSF check amount



# RECONCILIATION OF CASH – COMMON ERRORS



## ○ Tips to finding errors:

- Is the amount you are off a familiar number?
- Compare the redeemed checks to the bank statement
  - Verify the actual check to the amount it was deducted as on bank statement (MICR encoding)
- Compare your deposit tickets to the bank statement
- Review the cash receipts again
  - Compare the written amount to the numerical amount
- Double-check the bank statement balance you are using
- Re-check addition and subtraction
- Take a deep breath and a short break from reconciling

# RECONCILIATION OF CASH ~ QUIZ #4

- **1. If ACH & Electronic Transactions are not in your system you will:**
  - A. Put it where it isn't! Do a journal voucher to debit cash for deposits; credit cash for expenditures
  - B. Ignore them and they will balance out next month on the bank statement
- **2. To reconcile the cash to your software:**
  - A. Add up the total of the cash in your funds and subtract redeemed checks
  - B. Add up all bank and investment statements and add redeemed checks
  - C. Add all bank and investment statements and subtract outstanding checks



# CASH RECONCILIATION EXERCISE TIME!!!!



# RECONCILIATION EXERCISE TIME!

- Take the information provided and reconcile the cash by fund.
    - **Step 1:** Complete the monthly depository record by the cash transactions that occurred each day.
    - **Step 2:** Review bank deposits to the bank statement.  
(If you had the receipts you would add up all receipts and compare to the total of your deposits for the month.)
    - **Step 3:** Month-end processing – Are all transactions on the bank statement accounted for in the records?  
Reconcile the main checking account and determine the balance of cash in the account. Next: Rec. savings acct.
    - **Step 4:** Reconciliation – Reconcile the cash per fund to the cash listed on the depository record. Complete the monthly cash report worksheet.
  - **Hint:** Put it where it isn't!
    - All interest for this exercise is deposited in the General Fund.
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# CASH RECEIPTS FOR MONTH



- May 02: 25996 – 26012: \$2500
- May 03: 26013 – 26016: \$1000
- May 04: 26017 – 26021: \$1500
- May 06: 26022 – 26030: \$2000
- May 09: 26031 – 26040: \$2000
- May 13: 26041 – 26048: \$1000
- May 17: 26050 – 26055: \$1000
- May 20: 26056 – 26060: \$1000
- May 24: 26061 – 26066: \$1500
- May 27: 26067 – 26070: \$1500
- May 31: 26071 – 26080: \$1000
- Total of receipts: \$16,000

## Total of Deposits/ JV's by Fund:

1000 -	\$5,250
2400 -	\$2,000
2810 -	\$1,000
2820 -	\$2,000
4000 -	0
5210 -	\$4,000
5310 -	\$2,000



# CLAIMS FOR THE MONTH:

- **Claims were written two times in the month:**

## **Claims:**

- May 10: \$5,000
- May 24: \$5,000

## **Payroll:**

- May 24: \$5,000

**Total:     \$15,000**

## **Claims/Payroll written by fund:**

1000 – \$7,000
2400 – \$2,000
2810 – \$1,000
2820 – \$1,000
4000 –         0
5210 – \$3,000
5310 – \$1,000

Outstanding checks: \$2000

6034 - \$ 500         6042 - \$ 300

6039 - \$ 200         6045 - \$1000



# BANK STATEMENT INFORMATION

## Community Bank of Somewhere

1000 N Main St. Somewhere, NJ

Phone: 406-111-1111

Account Number 123-123

Descriptions:	Debit	Credit	Date	Balance
Balance last statements			4/30/2011	211,000.00
Deposit		2,500.00	5/2/2011	213,500.00
Deposit		1,000.00	5/3/2011	214,500.00
Deposit		1,500.00	5/4/2011	216,000.00
Checks	6,000.00		5/5/2011	210,000.00
Deposit		2,000.00	5/6/2011	212,000.00
Deposit		2,000.00	5/9/2011	214,000.00
Checks	500.00		5/11/2011	213,500.00
Checks	2,500.00		5/12/2011	211,000.00
Deposit		1,000.00	5/13/2011	212,000.00
Checks	4,000.00		5/13/2011	208,000.00
Deposit		1,000.00	5/17/2011	209,000.00
Deposit		1,000.00	5/20/2011	210,000.00
Deposit		1,500.00	5/24/2011	211,500.00
Checks	4,000.00		5/25/2011	207,500.00
Deposit		1,500.00	5/27/2011	209,000.00
Checks	2,000.00		5/31/2011	207,000.00
Interest earned this statement		100.00	5/31/2011	207,100.00
<b>Balance this statement</b>			5/31/2011	<b>207,100.00</b>
Total credits	15,100.00			
Total debits	19,000.00			

### Your checks sequenced:

6020	1000	6033	500
6021	1000	6035*	500
6022	1000	6036	200
6023	2000	6037	300
6024	500	6038	2500
6025	500	6040*	1000
6026	500	6041	600
6027	500	6043*	400
6028	500	6044	500
6029	2500	6046*	1500
6030	100		
6031	900		
6032			

# BANK STATEMENT INFORMATION CONT.

## *Community Bank of Somewhere*

Statement Reconciliation Page:


### **Bank reconciliation:**

Balance this statement:

--	--	--

Add outstanding deposits:

Add outstanding deposits:

Add outstanding deposits:

--	--	--

Subtotal:

--	--	--

Subtract outstanding checks:

Check #

--	--	--

Total:

--	--	--



# BANK STATEMENT INFORMATION CONT

## Community Bank of Somewhere

1000 N Main St, Somewhere, NY

Phone: 406-111-1111

### Savings Account Number 432-123

Descriptions:	Debit	Credit	Date	Balance
Balance last statements			4/30/2011	110,000.00
Interest earned this statement		150.00	5/31/2011	110,150.00
Balance this statement			5/31/2011	110,150.00



# JOURNAL VOUCHER INFORMATION

## **TOWN OF SOMEWHERE**

### **GENERAL JOURNAL VOUCHER**

Date Issued	<b>5/31/2011</b>			Voucher No.	<b>2011011</b>
Date of Record	<b>5/2011</b>				
<b>Fund No.</b>	<b>Account No.</b>	<b>Description</b>		<b>Dr.</b>	<b>Cr.</b>
5210	102340	Water Replacement & Depreciation	<b>D</b>	1,000.00	
5210	101000	Water Operating	<b>C</b>		1,000.00
		1. Monthly transfer from operating to R&D per Resolution #500			
<b>Explanatory Memorandum:</b>	<b>1. Monthly transfer from Water Fund operating to Water Replacement &amp; Depreciation.</b>				
	<b>2</b>				
	Prepared by: Ima Overworked, Clerk of Somewhere				
	Approved by: Justin Other, Mayor of Somewhere				

# CASH REPORT BY FUND

## TOWN OF SOMEWHERE CASH REPORT BY FUND MAY 2011

Account number	Description	Cash balance 4/30/2011	Receipts	Transfers in	Claims & Payroll	Transfers Out	Cash balance 5/31/2011
1000	General cash	100,000.00					
	Clerk Petty Cash	100.00					
2400	Lighting	10,000.00					
2810	Police Pension & Training	10,000.00					
2820	Gas Tax	50,000.00					
4000	Capital Projects	60,000.00					
5210	Water Operating	20,000.00					
	Water Replacement & Depreciation	50,000.00					
5310	Sewer	15,000.00					
<b>Totals:</b>		<b>315,100</b>					
					Bank balance per statement		
					Deposits in Transit		
					Outstanding checks		
					Petty cash		
					Savings account		
					Cash balance		
					Difference		

# EXERCISE – COMPLETED DEPOSIT RECORD

Town of Somewhere  
Month of: May 2011

Notes:	Date	Transaction:	Debits	Credits	Ending balance
		<b>Beginning Balance:</b>			
Balance forward:		205,000.00			205,000.00
Rcpts 25996 - 26012	5/2	Deposit	2500		207,500.00
Rcpts 26013 - 26016	5/3	Deposit	1000		208,500.00
Rcpts 26017 - 26021	5/4	Deposit	1500		210,000.00
Rcpts 26022 - 26030	5/6	Deposit	2000		212,000.00
Rcpts 26031 - 26040	5/9	Deposit	2000		214,000.00
	5/10	Claim checks		5000	209,000.00
Rcpts 26041 - 26048	5/13	Deposit	1000		210,000.00
Rcpts 26050 - 26055	5/17	Deposit	1000		211,000.00
Rcpts 26056 - 26060	5/20	Deposit	1000		212,000.00
Rcpts 26061 - 26066	5/24	Deposit	1500		213,500.00
	5/24	Claim checks		10000	203,500.00
Rcpts 26067 - 26070	5/27	Deposit	1500		205,000.00
Rcpts 26071 - 26080	5/31	Deposit	1000		206,000.00
Journal voucher:		Interest - checking	100		206,100.00
					206,100.00
					<b>Ending Balance:</b> 206,100.00
					Balance on Statement: 207,100.00
					Outstanding checks: -2,000.00
					Deposits in Transit: 1,000.00
					<b>Ending Checking Acct. Balance</b> 206,100.00
Clerk petty cash		100			
<b>Savings account:</b>					Bank Balance: 206,100.00
Previous statement balance		110,000.00			Savings Balances: 110,150.00
Interest - journal voucher	150	110,150.00			Credit Union Balance: 0.00
					STIP & Investments 0.00
Balance on Statement		110,150.00			Clerk petty cash 100.00
					<b>Total Balance of all accounts:</b> 316,350.00

# EXERCISE – COMPLETED CASH REPORT

## TOWN OF SOMEWHERE CASH REPORT BY FUND MAY 2011

Account number	Description	Cash balance 4/30/2011	Receipts	Transfers in	Claims & Payroll	Transfers Out	Cash balance 5/31/2011
1000	General cash	100,000.00	5,250.00		7,000.00		98,250.00
	Clerk Petty Cash	100.00					100.00
2400	Lighting	10,000.00	2,000.00		2,000.00		10,000.00
2810	Police Pension & Training	10,000.00	1,000.00		1,000.00		10,000.00
2820	Gas Tax	50,000.00	2,000.00		1,000.00		51,000.00
4000	Capital Projects	60,000.00					60,000.00
5210	Water Operating	20,000.00	4,000.00		3,000.00	1,000.00	20,000.00
	Water Replacement & Depreciation	50,000.00		1,000.00			51,000.00
5310	Sewer	15,000.00	2,000.00		1,000.00		16,000.00
<b>Totals:</b>		<b>315,100</b>	<b>16,250</b>	<b>1,000</b>	<b>15,000</b>	<b>1,000</b>	<b>316,350</b>
					Bank balance per statement		207100
					Deposits in Transit		1000
					Outstanding checks		-2000
					Petty cash		100
					Savings account		110150
					<b>Cash balance</b>		<b>316350</b>

# LOCAL GOVERNMENT SERVICES BUREAU

## For further assistance:

- **Local Government Services Bureau website:**
  - <http://doa.mt.gov/lgsb>
  
- **Local Government Accounting staff:**
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