

**STATE OF MONTANA
STATEWIDE ACCOUNTING SYSTEM**

**RECONCILIATION FORM
CASH CHANGE ACCOUNT (1101)**

1) Agency Number/Name	
2) Fund Number	3) Authorized Amount
4) Location of Account(s)	5) Date (m-d-yyyy)

6) Cash Reconciliation *(complete fields below)*
 Per MOM Chapter 2, Section 1930.40, a daily reconciliation is required whenever a cash change account is in use. A copy of the reconciliation should be retained by the agency; there are no reporting requirements to the Accounting Bureau. This form is available at the Accounting Bureau's web site.

Cash	Currency	Qty	Total	
	Other			
	Coin			
	Total Cash			+ _____
Adjustments <i>(explain below)</i>				+/- _____
Total <i>(must equal authorized amount)</i>				= _____

7) Explanation

To Be Completed by Agency		
Certification: The above reconciliation is a true representation of the condition of the indicated non-treasury cash account authorized for the above agency and fund.	Authorized Signature	Date