

STATE OF INDIANA



INDIANAPOLIS, 46204

STATE BOARD OF ACCOUNTS

912 State Office Building

September 17, 1975

TO: ALL PUBLIC PRINTING SUPPLIERS

SUBJECT: REVISION OF PRESCRIBED FORMS

Clerk-Treasurer's, City Controller's and City Treasurer's Monthly Financial Statement (Front Side), Clerk-Treasurer's or City Treasurer's Depository Statement and Cash Reconciliation (Back Side), City or Town Form No. 206 (Rev. 1975), General Form No. 360 (Rev. 1975)

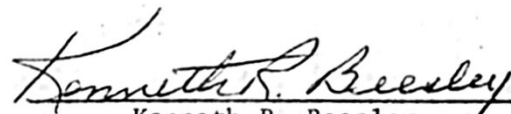
This form is to be pen ruled and printed, two sides as per the enclosed copy, on a loose-leaf sheet, size 11" x 14". Horizontal rulings shall be four to the inch. The enclosed copy has been reduced 25%. This form should have a 1½" binding margin, punched for use with post binder, machine ruled as per present form, printed both sides, paper shall be 50% rag content and 36 pound bond.

If the city or town placing the order requires more space for listing funds or the names of the depositories this form may be lengthened and printed in longer standard sizes, by increasing the number of lines under the "Funds" or "Investments of Funds" captions. No restrictions to the length of the form but it is restricted to 14" in width.

Treasurer's Daily Balance of Cash, Depositories and Investments, City or Town Form No. 212 (Rev. 1975), General Form No. 361 (Rev. 1975)

This form is to be pen ruled and printed back to back on a loose-leaf sheet, size 11" x 14". The enclosed form has been reduced 25%. This form should have a 1½" binding margin, punched for use with a post binder, machine ruled as per present form, both sides, the paper shall be 50% rag content and 36 pound bond. If any city or town placing the order requires more space for entering the name of depositories, additional lines can be placed in numerical sequence such as 4K, 4L, 4M, etc. The same can be used for Investments as 6J, 6K, 6L, etc. The width of the form is not to exceed the 14" and the length can be printed for each governmental unit to fit their needs.

All cities and towns shall begin using these forms January 1, 1976. All cities and towns will be advised of these revisions in our December Bulletin.


Kenneth R. Beesley
State Examiner

ELM:bs

Enclosures

CLERK-TREASURER'S, CITY CONTROLLER'S AND CITY TREASURER'S MONTHLY FINANCIAL STATEMENT

City or Town of _____ MONTH OF _____ 19__

FUNDS	TOTAL JAN. 1 BALANCE AND RECEIPTS TO DATE 1	RECEIPTS FOR MONTH 2	TOTAL BALANCE AND RECEIPTS 3	DISBURSED TO DATE 4	DISBURSED FOR MONTH 5	TOTAL DISBURSEMENTS 6	TREASURER'S ENDING BALANCE 7	CONTROLLER'S ENDING BALANCE 8
TOTALS - CASH FUNDS								
ADJUSTMENTS (explain fully)								
BALANCE (Col. 7 must agree with Col. 8)								
INVESTMENTS BY FUNDS								
	Total Jan. 1 Balance and Purchases To Date	Investments Purchased For Month	Total Balance and Investments Purchased	Investments Cashed To Date	Investments Cashed For Month	Total Investments Cashed	Treasurer's Balance of Investments	Controller's Balance of Investments
Total of Investments by Funds								
Totals - All Funds (Col. 7 must agree with Col. 8)								

CLERK-TREASURERS OR CITY TREASURERS DEPOSITORY STATEMENT AND CASH RECONCILEMENT

City or Town of _____ MONTH ENDING _____ 19__

NAMES OF DEPOSITORIES AND DEPOSITORY ACCOUNTS	DEPOSITORY BALANCE END OF MONTH 9	OUTSTANDING WARRANTS 10	NET DEPOSITORY BALANCE 11	
TOTALS				
INVESTMENTS MADE FROM DEPOSITORY BALANCES				
ADD: Cash in Office				
ADJUSTMENTS (explain fully)				
TOTAL CASH BALANCE, Plus Depository Balances Invested				
INVESTMENTS FROM FUND LEDGER FUNDS (As Shown in Register of Investments)				Investments on Hand End of Month
Total of Investments - All Funds (As Shown in Col. 7, opposite page)				
TOTAL CASH BALANCE AND INVESTMENTS				

TREASURERS DAILY BALANCE OF CASH,

City or Town of _____

	Balance From The Previous Day 1	Receipts For The Day 2	Investments Purchased For The Day 3	Disbursements For The Day 4	Investments Cashed For The Day 5	Balance Close of Day 6
	Depository Balances Previous Day 1	Ledger Funds 2	Investments From Depository Balances Cashed-Cost 3	Ledger Funds 4	Investments From Depository Balances Purchased-Cost 5	Depository Balances Close of Day 6
1 Ledger Balance - Cash Funds			X X X X X		X X X X X	
2 Investments From Ledger Funds		X X X X X		X X X X X		
3 Totals						
NAMES OF DEPOSITORIES						
4A						
4B						
4C						
4D						
4E						
4F						
4G						
4H						
4I						
4J						
5 Total Depository Balances						
INVESTMENTS-(listed by Funds as Shown in Investment Register)						
6A		X X X X X		X X X X X		
6B		X X X X X		X X X X X		
6C		X X X X X		X X X X X		
6D		X X X X X		X X X X X		
6E		X X X X X		X X X X X		
6F		X X X X X		X X X X X		
6G		X X X X X		X X X X X		
6H		X X X X X		X X X X X		
6I		X X X X X		X X X X X		
7 Depository Balances Invested		X X X X X		X X X X X		
8 Total Investments		X X X X X		X X X X X		
9 Totals - Depositories and Investments						

