STATE BOARD OF ACCOUNTS



INDIANAPOLIS, 46204

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 Reconcilement (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 $11" \times 14"$. Horizontal rulings shall be four to the inch. The enclosed copy has been reduced 25%. This form should have a $1\frac{1}{2}"$ 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 $11" \times 14"$. The enclosed form has been reduced 25%. This form should have a $1\frac{1}{2}"$ 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

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Enclosures

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

MONTH OF-

City or Town of

BALANCE (Col. 7 must agree with Col. 8) ADJUSTMENTS (explain fully) TOTALS - CASH FUNDS INVESTMENTS BY FUNDS FUNDS Total Jan, 1
Balance and
Purchases
To Date Purchased For Month Investments FOR MONTH RECEIPTS Investments Purchased Total Balance BALANCE AND RECEIPTS Investments Cashed To Date DISBURSED TO DATE Investments Cashed For Month FOR MONTH DISBURSED Investments Cashed DISBURSEMENTS Total TOTAL Investments Treasurer's Controller's TREASURER'S
ENDING
BALANCE Balance of Investments CONTROLLER'S
BALANCE Balance o f

Totals - All Funds (Col.

7 must

agree with Col. 8)

Total

of Investments by Funds

CLERK-TREASURER'S OR CITY TREASURER'S DEPOSITORY STATEMENT AND CASH RECONCILEMENT

				TOTAL CASH BALANCE AND INVESTIGENTS	
	+			TANDOMY OLG I DISTANCE AND TANDOMYDANO	
				Total of Investments - All Funds (As Shown in Col. 7, opposite page)	
nts 1 1 2 3 3 7	Investments on Hand End of Month		ts)	INVESTMENTS FROM FUND LEDGER FUNDS (As Shown in Register of Investments)	
				TOTAL CASH BALANCE, Plus Depository Balances Invested	
				ADJUSTMENTS (explain fully)	
				ADD: Cash in Office	
				INVESTMENTS MADE FROM DEPOSITORY BALANCES	
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e 7	DEPOSITORY BALANCE	WARRANTS	BALANCE END OF MONTH	NAMES OF DEPOSITORIES AND DEPOSITORY ACCOUNTS	
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TREASURERS DAILY BALANCE OF CASH,

City or Town of

					77	10.00
	Balance From The	Receip	Investments Purchased	Disbursements	-	Balance
	Previous Day	Ŧ	For The Day	For The Day	Fo	Close of Day
Ledger Balance - Cash Funds			XXXXX		XXXXX	
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		* *				
Totals					# A	
		Deposits	During Day	Warrants Iss	Issued During Day	
	Depository Balances	Ledger	Investments From Depository Balances	Ledger		Deposito Balance
NAMES OF DEPOSITORIES	Previous Day	Funds 2	Cashed-Cost		Purchased-Cost	CI
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	4 4					
Total Depository Balances		6 1 1 1				
	Investment		Investments Purchased-	80 %	Investments	Investment Balances
INVESTMENTS-(Listed by Funds as Shown in Investment Register)	Previous Day		Cost 3		Cashed-Cost	Close of Day
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		X X X X		XXXX		
		XXXXX		XXXXX		
		×		XXXX		
Depository Balances Invested		×		XX		
Total Investments		XXXXX		XXXX		
		0 0				

DEPOSITORIES AND INVESTMENTS

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