

# PROOF OF CASH WORKSHEET/DOCUMENTATION

Name of Special District: \_\_\_\_\_  
 Fiscal year ended: June 30, 2017

<u>Description</u>	<u>Beginning of Fiscal Year Bank Reconciliation</u>	<u>Fiscal year receipts</u>	<u>Fiscal year disbursed</u>	<u>End of Fiscal Year Bank Reconciliation</u>
<b>Balance per Bank:</b>	(1)	(1)	(1)	(1)
Deposits in transit:				
June beginning of year	(2a) +	(2a) -		(
June end of year	*	(2b)		(2b) +
Outstanding Checks:				
per list 6-30-begin year	(3a) -		(3a)	
per list 6-30-end year			(3b) +	(3b) -
<b>ADJUSTED BALANCE</b>	(4)	(4)	(4)	(4)
<b>Balance per Books:</b>	(5)	(5)	(5)	(5)
June Service charge:			(6) +	(6) -
NSF Checks returned:			(7) -	(7) -
Bank transfers, errors in recording, other adjustments		(8) + -	(8) + -	(8) + -
Interest posted, by bank:		(9) +		(9) +
<b>ADJUSTED BALANCE</b> <i>(same as line 4)</i>	(10)	(10)	(10)	(10)

\*shaded areas should not need an entry \*\*

*This form was completed by:* \_\_\_\_\_ *\*\* Please attach a copy of the Bank Statement for the last column's information (at end of fiscal yr).*  
*(typed or printed)* Phone No. \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

## Instructions for Proof of Cash

A proof of cash procedure is very much like a bank reconciliation, except more extensive and detailed. It is used to verify that the “books of the entity” are in agreement with the cash transactions which have been recorded by the bank.

### **For this process you will need the following records and information:**

1. All bank statements for the fiscal year.
2. Your receipts and disbursement journals for the year.
3. Calculator tapes of:
  - a. Outstanding checks at beginning and end of year.
  - b. Outstanding deposits at beginning and end of year.
  - c. Yearly total receipts and yearly total disbursements.  
(use each month or quarter summary totals)

**If the person doing this procedure will go line by line following these instructions, the process should give an accurate result, even if you do not “balance” on line 4 and line 10.** If you do not “balance” then you need to look further in order to find the difference. These are the most common exceptions to reconcilements:

- a. Bank charges not posted to the books;
- b. NSF checks not reversed out of the books;
- c. Interest recorded by the Bank not posted on the books;
- d. Checks or receipts didn’t clear the bank at the same amount as was recorded on the books;
- e. Incorrect monthly or summary totals in the books;
- f. Transaction cut off date between bank and books was not the same;
- g. Cash transfers were recorded as revenues or disbursements;
- h. Checks you may have canceled or voided.

### **Instructions for Column 1: BEGINNING OF FISCAL YEAR**

*Line 1:* Enter the “balance per the bank” on the last day of the statement (previous FYE).

*Line 2a:* Add any deposits not received and recorded by the bank at that date.

*Line 3:* Subtract outstanding checks per books and bank at same date.

***Line 4: TOTAL of lines 1 through 3a.***

*Line 5:* Enter cash balance per your books at fiscal year end.

*Line 6 through 9:* (These lines should not have entries unless you failed to post any of these items to your books *at the end* of the previous fiscal year.)

***Line 10: TOTAL lines 5 through 9. This should be the same as line 4, col 1.***

### **Instructions for Column 2: RECEIPTS FOR THE YEAR**

*Line 1:* Enter the total deposits for the fiscal year *according to the bank*. (Run tape on bank statements.)

*Line 2a:* Subtract any deposits recorded by the bank which belong to the prior fiscal year. (same as line 2a, column 1)

*Line 2b:* Add any deposits in transit not received and recorded by the bank *at this fiscal year end*. (same number as line 2b, column 4)

*Line 3a & b:* (no entry)

***Line 4: TOTAL lines 1 through 2b.***

*Line 5:* Enter the total receipts for the current fiscal year according to your books.

*Line 6:* (should be no entry)

*Line 7:* (should be no entry)

*Line 8:* Add (or subtract) any other known differences between the books and the bank

*Line 9:* Add any interest received from the bank and not recorded in books.

***Line 10:* TOTAL lines 5 through 9. This should balance with Line 4 Column 2**

### **Instructions for Column 3: DISBURSEMENTS FOR THE YEAR**

*Line 1:* Enter the total bank withdrawals (checks) and charges for the current fiscal year per the bank.(Run tape on all bank statements.)

*Line 2a & 2b:* (should be no entry)

*Line 3a:* Subtract any charges/outstanding checks recorded by the bank in the current fiscal year but actually belonging to the previous fiscal year. (should be same as column 1)

*Line 3b:* Add any outstanding checks not cleared by the bank as of the fiscal year end statement date.

***Line 4:* TOTAL lines 1 through 3b.**

*Line 5:* Enter the total disbursements for the current fiscal year per your books.

*Line 6:* Add any bank service charges not recorded on your books.

*Line 7:* Subtract any NSF checks returned by the bank but not entered on books.

*Line 8:* Add or subtract any other known differences between the books and the bank.

*Line 9:* (should be no entry)

***Line 10:* TOTAL lines 5 through 8. This should balance with Line 4 Col 3.**

### **Instructions for Column 4. END OF FISCAL YEAR**

*Line 1:* Enter the "balance per the bank" on the last day of the current fiscal year.

*Line 2a:* (should be no entry)

*Line 2b:* Add any deposits in transit on June 30, end of the current fiscal year.

*Line 3a:* (should be no entry)

*Line 3b:* Subtract outstanding checks at June 30 end of the current fiscal year.

***Line 4:* TOTAL lines 1 through 3b.**

*Line 5:* Enter cash balance per your books at end of current fiscal year.

*Line 6:* Subtract bank service charge, if not posted to books.

*Line 7:* Subtract any NSF checks returned but not posted.

*Line 8:* Add or subtract any other known differences between the books and the bank.

*Line 9:* Add any interest received from the bank not posted to books.

***Line 10:* TOTAL lines 5 through 9 This should balance with Line 4 Column 4.**

**To check:** Line 10 of Column 4 should balance with your adjusted book cash on hand. You can also check by taking the balance on line 10 of column 1, add the total from line 10 of column 2, subtract the total from line 10 of column 3. This should be the same figure you have on Line 10 of column 4.

**Please call the Local Government Program at 307-777-7798 if you need any assistance with this form.**