

# ARIZONA

DEPARTMENT OF ADMINISTRATION  
GENERAL ACCOUNTING

## Revolving Fund Reconciliation Instructions

### Section A

1. Bank Statement 6/30/XX Ending Balance: Submit a copy along with the reconciliation.
2. Outstanding Deposits: Checks or cash that have been received by the agency but have not been deposited & recorded on the bank statement.
3. Outstanding Checks: A check payment from the agency that has not yet cleared the bank account to show a deduction from the bank statement cash balance.
4. Reconciled Bank Statement Balance: Add Section A1 and A2, but deduct A3.
5. Checkbook Balance: Total of the deposits and withdrawals made by the agency on the account.
6. Reconciled Checkbook Balance: Checkbook balance plus interest earned and deduct any fees.
7. Variance: Fully explain why there is a variance.

### Section B

1. Petty Cash On Hand: An imprest fund used to make small expenditures.
2. Petty Cash Disbursements Not Reimbursed: Payout of State petty cash monies that have not been paid back yet.
3. Total Petty Cash: Add 1 and 2 from this section.

### Section C

1. Change Fund/Cash Drawer Balance: The portion of the imprest account used primarily for making change when it is necessary during the day for collection of fees in the agency's regular course of business.

### Section D

1. Revolving Fund Amount: Run the FIN-AZ-GL-N207 report located in AFIS "jump to" InfoAdv. Pathway is Public Folders - Statewide Reports - General Ledger - FIN-AZ-GL-N207. Prompts are: Fiscal Year (reconciliation year), Accounting Period (13), & Fund (with 2 digit agency prefix unless fund 1000). Look at End Balance for BSA 0072 and 0075.
2. See instructions, Section A6.
3. See instructions, Section B3.
4. See instructions, Section C.
5. Add Section D (2 +3 +4).
6. Variance: Fully explain why there is a variance.

Save, email to [gaoafr@azdoa.gov](mailto:gaoafr@azdoa.gov)

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GENERAL ACCOUNTING

## Revolving Fund Reconciliation

Annually, a copy of the June 30th bank statements and revolving fund reconciliations must be sent to the GAO at [gaoafr@azdoa.gov](mailto:gaoafr@azdoa.gov) for review. Reconciliations must be performed by someone other than the person responsible for receipts or disbursements. The reconciliation review must be conducted by someone other than the person responsible for performing the reconciliation. The preparer and the reviewer must sign and date the reconciliation.

Bank Account #		AFIS Fund #	
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Agency			
Prepared by		Date	
Reviewed by		Date	

### Section A – Bank Statement Reconciliation

1) Bank Statement – 06/30/		Ending Balance				
2) Add: Outstanding Deposits	Date	Amount		Date	Amount	
1)				6)		
2)				7)		
3)				8)		
4)				9)		
5)				10)		
Total						
3) Deduct: Outstanding Checks	Date	Amount		Date	Amount	
1)				6)		
2)				7)		
3)				8)		
4)				9)		
5)				10)		
Total						
4) Reconciled Bank Statement Balance (must equal A6 Reconciled Checkbook Balance)					Total	
					(A1+A2-A3)	
5) Checkbook Balance - 06/30/					Amount	
Add: Unrecorded Bank Activity (i.e., interest earned)					Amount	
Deduct: Unrecorded Bank Activity (i.e., bank service charges)					Amount	
6) Reconciled Checkbook Balance (must equal A4 Reconciled Bank Balance)					Total	
					(A5+interest-fees)	
Amount of Variance between A4 Reconciled Bank Statement Balance and A6 Reconciled Checkbook Balance					Variance	
Include full explanation (or attach a document)						

**Section B – Petty Cash Reconciliation**

1) Petty Cash on Hand					Total	
2) Petty Cash Disbursements Not Yet Reimbursed						
	To	Amount		To	Amount	
1)			6)			
2)			7)			
3)			8)			
4)			9)			
5)			10)			
					Total	
3) Total Petty Cash (Must equal imprest balance)					Total (B1+B2)	
Amount of Variance					Variance	
Include full explanation						

**Section C – Change Fund/Cash Drawer Balance**

1) Change Fund Balance(s)	Total	
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**Section D – Consolidated Bank Statement, Petty Cash, & Change Fund Reconciliation**

1) Revolving Fund Amount (infoAdv GL-N207 BSA 0072, 0075)	Total	
2) Reconciled Checkbook Balance (A6)	Amount	
3) Total Petty Cash (B3)	Amount	
4) Change Fund/Cash Drawer Balance	Amount	
5) Total Agency Revolving Fund Amount (D1 and D5 must balance)	Total (D2+D3+D4)	
Amount of Variance between D1 and D5	Variance	
Include full explanation		