## Cash in State Treasury Account Reconciliation

## A. Procedure for Non-Shared Funds

Purpose: To reconcile the cash balance of a non-shared fund in the fund administrator's records against the Cash in State Treasury, General Ledger (GL) 1140, balance maintained by the State Controller's Office (SCO). See the State Administrative Manual Section 7921 for more information.

## Reports/Queries for Reconciliation:

- SCO Fund Reconciliation Report
- SCO Agency Reconciliation Report or DFQ_GL_06_REC_SCO_TAB_RUN
- Trial Balance Report (ZGL061) - BUDLEGAL
- Completed monthly SCO/Agency Reconciliation


## Additional Reports/Queries for Research:

- GL-KK MISMATCH REPORT (RPTGL291)
- Trial Balance by Period (ZGL111)-MODACCRL
- DFQ_AP_02_VOUCHERS_LISTING
- DFQ_AP_11_VCHR_SUB_SYS_ENTRIES
- DFQ_AR_13_CASH_RECEIPT_DETAIL
- DFQ_AR_17_DIRECT_JRNL_SUB_SYS
- DFQ_AR_18_ITEM_SUB_SYS_ENTRIES
- DFQ_CM_02_BANK_REC_XREF
- DFQ_GL_01_JOURNAL_DETAIL
- DFQ_KK_01_ACTIVITYLOG_SUP_PROJ


## Reconciliation Steps:

This is a non-shared fund Cash in State Treasury account reconciliation example for August (period 2). See Attachment NS-1.

1. Complete the SCO FUND RECONCILIATION REPORT (GL 1140) section:
a. Enter GL 1140, Fiscal Year (FY) Beginning Balance, from the July (period 1) SCO Fund Reconciliation Report. See Attachments NS-1 and NS-2.
b. Enter the Year-to-Date (YTD) Activity amount. This is a calculation of each period's total DEBITS and CREDITS columns for the current fiscal year up to and including the current reconciliation period (example: P1 Dr - P1 Cr + P2 Dr - P2 Cr, etc.). For the subsequent periods, copy the information from the previous month and add the current reconciliation period's total debit and credit.
c. Verify the Ending Balance amount. This formulated total should match the period 2 ending balance on the SCO Fund Reconciliation Report. See Attachments NS-1 and NS-2.
2. Complete the TRIAL BALANCE REPORT (BUDLEGAL) section:
a. Run the Trial Balance Report (ZGLO61) for the fund administrator BU, and BUDLEGAL ledger. Then, enter the FY Beginning Balance for accounts 1108000, 6510000, and 6520000. See Attachments NS-1 and NS-3.
b. Using the same report, enter the YTD Activity amount by calculating the net total DEBITS and CREDITS columns of accounts 1108000,6510000 , and 6520000 . See Attachments NS-1 and NS-3.
c. Verify the Ending Balance amount for each account. This formulated total should match the period 2 ending balance on the Trial Balance Report.
3. Confirm zero amount on the VARIANCE line or continue to step 4 to research the Reconciling Items.
The variance is calculated as the difference between the total ending balance per SCO and the total department's adjusted ending balance.
4. Research the Reconciling Items if the VARIANCE is not zero. Possible reasons for reconciling amounts include:
a. Balance in the pending cash accounts (1109xxx) that has not been reclassified to cash. See Attachment NS-4.
b. Reconciling items from the prior month that remain outstanding.

- Review the prior month's reconciliation worksheet and research to determine if any of the reconciling items are still outstanding.
c. Fund-level transactions that are not reflected in the fund administrator's cash balance.
- Obtain the period 2 SCO Agency Reconciliation Report and compare the transactions listed on the report against the ones listed under GL 1140 on the SCO Fund Reconciliation Report. Transactions posted to GL 1140 that are not on the SCO Agency Reconciliation Report are fund-level transactions.
- Confirm that Pro Rata, SB 84, and Deposits in Surplus Money Investment Fund transactions have been posted correctly in the fund administrator BU. Pro Rata and SB 84 charges post in the BUDLEGAL ledger with journal prefix STW while Deposits in Surplus Money Investment Fund have journal prefix CRJ.
- Transactions related to the state's retirement contributions and shortterm cash loans to the General Fund are interfaced to the statewide BUs in the MODACCRL ledger; they are not allocated to the fund administrator BUs. These transactions will cause reconciling amounts for the fund administrators but should clear by June $30^{\text {th }}$. See Attachment NS-4.
- Other fund-level transactions must be researched to determine their proper accounting treatment and reporting.
d. Discrepancies in the fund administrator's cash activities between the SCO's legacy system and FI\$Cal, during the reconciling period.
Departments can follow these steps to compare the net cash activities for the month (see Attachment NS-5):
d.1. Obtain the period 2 SCO Agency Reconciliation Report in Excel, then filter account types Disbursement (D), Reimbursement (F), Revenue (R), and Transfer (T), or control accounts C and Q. Calculate the total of the EXPEND/REVENUE column for the month.
d.2. Run period 2 Trial Balance by Period (ZGL111) from the MODACCRL ledger and calculate the total of the following amounts:
- Net DEBITS and CREDITS total column amount for accounts 6510000 and 6520000.
- Any balance in the pending cash accounts (1109xxx).

Note: the cash activities in the MODACCRL ledger are used in this comparison because, unlike the BUDLEGAL ledger, the cash activities in MODACCRL do not include any fund-level transactions (such as Pro Rata, SB 84, and Deposits in Surplus Money Investment Fund).
d.3. Review the previous month's reconciliation and determine the total reconciling amount from the prior month that is cleared in period 2.
d.4. The difference between the amount from steps d .2 and d. 3 is the net cash transactions in FI\$Cal for period 2.
d.5. The discrepancy in period 2 cash transactions between the two systems is the difference between the amount from steps d. 1 and d.4.

Departments can refer to the completed SCO/Agency Reconciliation worksheet (see Attachment NS-6) to identify the items (e.g., vouchers, deposits, etc.) that make up the reconciling amount from step d.5, or use the following queries and reports to research (see Attachments NS-7 and NS-8):

- Use the DFQ_AP_02_VOUCHERS_LISTING query to research the timing of voucher posting.
- Use the DFQ_AR_13_CASH_RECEIPT_DETAIL query to research the timing of deposit posting.
- Use the DFQ_CM_02_BANK_REC_XREF query to research the cash account activities.
- Use the DFQ_GL_01_JOURNAL_DETAIL query to research discrepancies from the Plan of Financial Adjustment and other transactions.
- Use the GL-KK MISMATCH REPORT (RPTGL291) to research any mismatches that may have impacts on cash.


## B. Procedure for Shared Funds

Purpose: To reconcile the cash activities of a shared fund in the fund administrator's and fund users' records against GL 1140 records maintained by the SCO.

## Reports/Queries for Reconciliation:

In addition to the reports and queries used in the non-shared fund reconciliation, to reconcile a shared fund, the fund administrator will use the completed cash activity reconciliation from each of the fund users.

## Reconciliation Steps:

This is a shared fund Cash in State Treasury Account Reconciliation example for September (period 3). See Attachment S-1.

1. Complete the SCO FUND RECONCILIATION REPORT (GL 1140) section as outlined in the nonshared fund reconciliation procedure.
2. Complete the TRIAL BALANCE REPORT (BUDLEGAL) section:

- For fund administrator's account 6590000 YTD Activity information, enter the net total DEBITS and CREDITS from the Trial Balance Report (ZGL061). See Attachment S-2.
- For fund users' account 6590000 YTD Activity, enter the information from each user's completed reconciliation. See Attachment S-3.
- The FY Beginning Balance should be zero because shared fund cash closes to the Fund Balance - Clearing at the end of the fiscal year.

3. Confirm zero amount on the VARIANCE line or continue to step 4 to research the Reconciling Items.
The variance is calculated as the difference between the total ending balance per SCO and the total departments' adjusted ending balance. The total departments' adjusted ending balance on the shared-fund template is calculated as the sum of beginning balance per SCO, departments' adjusted beginning balance, and departments' adjusted YTD transactions.
4. Research the Reconciling Items if the VARIANCE is not zero.

- For fund administrator's reconciling amount, follow the procedure outlined in the non-shared fund reconciliation to identify the items that cause the discrepancies.
- For fund users' reconciling amounts, enter the information from each user's completed reconciliation. Attachment S-3.


## Tips:

1. Complete the SCO/Agency Reconciliation prior to completing Cash in State Treasury Account Reconciliation. The reconciling items and corrections from the SCO/Agency Reconciliation may affect the cash accounts.
2. Correct any abnormal account balances on the Trial Balance Report timely as they may cause a reconciling difference in the cash accounts.
3. For non-shared funds, balances in the 6510000 and 6520000 accounts should remain the same as 6/30/2020 balances.
4. Cash activities after 6/30/2020 are reclassified from accounts 6510000/6520000 to account 1108000 or 6590000 for non-shared or shared funds, respectively.
5. Pro Rata, SB 84, and Deposits in Surplus Money Investment Fund are reflected in the fund administrator BUs' BUDLEGAL cash balances; therefore, there should be no reconciling amounts associated with those fund-level transactions.
6. GL/KK mismatches due to timing issues are allowed in periods 1 through 11 , but they must be cleared by June 30th (in period 12). Refer to Job Aid FISCal. 425 for instructions on identification and resolution.

# Attachment NS-1 <br> CASH IN STATE TREASURY ACCOUNT RECONCILIATION_NON-SHARED FUND <br> For Period Ending 08/31/2023 (Period 2) 

Fund Number: 1234
Fund Administrator BU: 4321


Note: There are no outstanding reconciling items from the prior period (item 4 B in the procedure) in this example.

## Attachment NS-2

## SCO Fund Reconciliation Report - Periods 1 and 2



1B

MAIL CODE: 4321

| REPORT NO: FC-320-35-P |  |  |
| :---: | :---: | :---: |
| FUND: 1234 TRAINING FUND |  |  |
| ACCOUNT NBR | TITLE |  |
| DATE | POSTING REF | ------DESCRIPTION------- |
| 08-31-2023 | 38-CPF0142723 |  |
| 08-31-2023 | 38-CPF0142741 |  |
| 08-31-2023 | 38-CPF0142800 |  |
| 08-31-2023 | 47-CR\$0022279 | $990000000013416171 \$ 13416$ |
| 08-31-2023 | 48-R0377591 |  |
| 08-31-2023 | 48-R0377594 |  |
| 08-31-2023 | 48-R0377596 |  |
| 08-31-2023 | 48-R0377603 |  |
| 08-31-2023 | 48-R0377607 |  |
| 1140 | ACCOUNT TOTAL |  |

STATE CONTROLLERS OFFICE
FUND RECONCILIATION REPORT
PERIOD ENDING 08-31-2023
BEGIN BAL DEBITS CREDITS ENDING BAL
900.00
$1,453.06$
243.95
48.29
42.50
48.29
48.29
48.29
48.29

3,353,869.53
PAGE NO: 1231
PROCESS DATE : 08-31-2023 EDITS ENDING BAL

|  | 900.00 |
| ---: | ---: |
|  | $1,453.06$ |
| $2,686.00$ | 243.95 |
|  | 48.29 |
|  | 42.50 |
|  | 48.29 |
| 48.29 |  |
|  | 48.29 |
|  | $3,353,869.53$ |

1C) 260.93
260.93

## Attachment NS-3



Report ID: zGL061

| Business Unit: | 4321 |
| :--- | :--- |
| Ledger: | BUDLEGAL |
| Fiscal Year: | 2023 | Ledger:

Fiscal
${ }_{2023}$
Period From: 1 To Feriod: 2

| ACCOUNT | ACCOUNT TITLE |  | BEGINNING BALANCE |  | DEBITS |  | CREDITS |  | ENDING BALANCE |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 5320240 | Travel-In State-Per Diem other | \$ | 0.00 | \$ | 396.00 | \$ | 43.00 | \$ | 353.00 |
| 5320260 | Travel-In St-Trav Agcy Mgt Fee | \$ | 0.00 | \$ | 141.00 | \$ | 0.00 | \$ | 141.00 |
| 5320400 | Travel-In State-Commercial Air | \$ | 0.00 | \$ | 967.04 | \$ | 0.00 | \$ | 967.04 |
| 5320420 | Travel-In State-Taxi \& Shuttle | \$ | 0.00 | \$ | 195.58 | \$ | 137.68 | \$ | 57.90 |
| 5320440 | Travel - In State -Private Car | \$ | 0.00 | \$ | 2,186.53 | \$ | 166.61 | \$ | 2,019.92 |
| 5320470 | Travel - In State - Rental Car | \$ | 0.00 | \$ | 329.38 | \$ | 0.00 | \$ | 329.38 |
| 5322400 | Training - Tuition \& Registrat | \$ | 0.00 | \$ | 3,920.00 | \$ | 525.00 | \$ | 3,395.00 |
| 5322600 | Train-Oth-Sves Excl Salary\&Tvl | \$ | 0.00 | \$ | 6,142.50 | \$ | 6,142.50 | \$ | 0.00 |
| 5324250 | Facilities Planning -Gen Svas | \$ | 0.00 | \$ | 533.02 | \$ | 533.02 | \$ | 0.00 |
| 5324450 | Rent -Bldgs\&Grounds (Non State) | \$ | 0.00 | \$ | 717,230.64 | \$ | 372,827.73 | \$ | 344,402.91 |
| 5324500 | security | \$ | 0.00 | \$ | 49,446.40 | \$ | 24,723.20 | \$ | 24,723.20 |
| 5324600 | Waste Removal | \$ | 0.00 | \$ | 8,205.09 | \$ | 4,445.09 | \$ | 3,760.00 |
| 5340310 | Legal - Attorney General | \$ | 0.00 | \$ | 39,902.92 | \$ | 39,902.92 | \$ | 0.00 |
| 5340320 | Office of Adminis Hearings | \$ | 0.00 | \$ | 62,020.70 | \$ | 62,020.70 | \$ | 0.00 |
| 5340420 | Administrative | \$ | 0.00 | \$ | 1,014,034.02 | \$ | 765,374.52 | \$ | 248,659.50 |
| 5340550 | Reim Exp -Nontaxable (Non Emp) | \$ | 0.00 | \$ | 4,607.99 | \$ | 4,149.61 | \$ | 458.38 |
| 5340580 | Consult \& Prof Svas Extern Oth | \$ | 0.00 | \$ | 10,550.50 | \$ | 3,209.65 | \$ | 7,340.85 |
| 5342500 | Indirect Distributed Cost | \$ | 0.00 | \$ | 2,083,448.00 | \$ | 0.00 | \$ | 2,083,448.00 |
| 5342600 | Departmental Services - other | \$ | 0.00 | \$ | 772.61 | \$ | 772.61 | \$ | 0.00 |
| 5344000 | Consolidated Data Centers | \$ | 0.00 | \$ | 28,712.52 | \$ | 0.00 | \$ | 28,712.52 |
| 5346390 | IT Svcs-Oth(Security/Archival) | \$ | 0.00 | \$ | 3,637.05 | \$ | 3,637.05 | \$ | 0.00 |
| 5362250 | Furniture | \$ | 0.00 | \$ | 839.00 | \$ | 0.00 | \$ | 839.00 |
| 5362484 | Books | \$ | 0.00 | \$ | 309.21 | \$ | 0.00 | \$ | 309.21 |
| 5368025 | Computers \& Computer Equipment | \$ | 0.00 | \$ | 815.60 | \$ | 407.80 | \$ | 407.80 |
| 5368930 | Software | \$ | 0.00 | \$ | 20.10 | \$ | 20.10 | \$ | 0.00 |
| 5390950 | sco Inbound Interface Dept Exp | \$ | 0.00 | \$ | 1,495,446.23 | \$ | 1,495,446.23 | \$ | 0.00 |
| 5901000 | Refunds to Reverted Approps |  | 0 | \$ | 1. 863.45 | s | 3.726.90 | \$ | -1. 863.45 |
| 6510000 | Unapp InterUnit Cash Xfers In |  | -194,015,007.83 |  | 3,221,795.90 | \$ | 3,221,795.90 |  | $-194,015,007.83$ |
| 6512400 | Unapp Transfers Out-Pro Rata |  | , 015.00 | \$ | 202,236.00 | 5 | 0.00 |  | 202, 236.00 |
| 6520000 | Unapp InterUnit Cash Xfers Out |  | 194,015,213.17 | \$ | 5,023,788.41 | \$ | 5,023,788.41 |  | 194,015,213.17 |
| Total Fund: 1234 |  | \$ | 0.00 | \$ | 28,661,385.72 | \$ | 28,661,385.72 | \$ | 0.00 |

## Attachment NS-4



## Fund 1234-SCO Fund Reconciliation Report - Periods 1 to 2

Fund-level transactions related to state's retirement contribution. This reserved amount is transferred quarterly to the State Payroll Revolving Fund and will be zero by the end of the fiscal year.

4 C

| Org | Fund | FD | DOC DATE | TC | DOC | GLAN | DR | CR | PgNo As of Date |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 4321 | 1234 | 000 | 7/5/2023 | 37 | CLR10000 | 1140 | 1,042.37 |  | 1161 7/31/2023 |
| 4321 | 1234 | 000 | 7/8/2023 | 37 | CLR10012 | 1140 | 58.44 |  | 1161 7/31/2023 |
| 4321 | 1234 | 000 | 7/27/2023 | 37 | CLR10067 | 1140 |  | 1,352.64 | 1163 7/31/2023 |
| 4321 | 1234 | 000 | 7/28/2023 | 37 | CLR10057 | 1140 | 115,314.42 |  | 1163 7/31/2023 |
| 4321 | 1234 | 000 | 7/28/2023 | 37 | CLR10071 | 1140 | 491.87 |  | 1163 7/31/2023 |
| 4321 | 1234 | 000 | 8/2/2023 | 37 | CLR10076 | 1140 | 128.00 |  | 1222 8/31/2023 |
| 4321 | 1234 | 000 | 8/24/2023 | 37 | CLR10141 | 1140 | 1,336.78 |  | 1227 8/31/2023 |
| 4321 | 1234 | 000 | 8/26/2023 | 37 | CLR10146 | 1140 | 1,259.59 |  | 1228 8/31/2023 |
| 4321 | 1234 | 000 | 8/26/2023 | 37 | CLR10147 | 1140 | 165.44 |  | 1228 8/31/2023 |
| 4321 | 1234 | 000 | 8/29/2023 | 37 | CLR10145 | 1140 | 108,456.50 |  | 1228 8/31/2023 |
| 4321 | 1234 | 000 | 8/29/2023 | 37 | CLR10155 | 1140 |  | 1,420.16 | 1228 8/31/2023 |

## Attachment NS-5

Total period 2 cash transactions per the SCO Agency Reconciliation Report (opposite sign):
Period 2 cash activities per FI\$Cal Trial Balance by Period (ZGL111):
Period 1 reconciling amount that are resolved in period 2:
Period 2 net cash transactions in FI\$Cal

2,289,079.35
$(3,116.37)$
Difference:


## Fund Administrator (BU 4321) data from SCO Agency Reconciliation Report for period 2*



## *Some rows are hidden




## Attachment NS-5

CASH IN STATE TREASURY ACCOUNT RECONCILIATION_NON-SHARED FUND For Period Ending 07/31/2023 (Period 1)


## Attachment NS-6

## Completed SCO/Agency Reconciliation for period 2*

\begin{tabular}{|c|c|c|c|c|c|c|c|c|c|c|}
\hline \begin{tabular}{l}
SCO / AGENCY RECONCILIATION WORKSHEET \\
FUND: 1234 - TRAINING FUND \\
FY 2023-24 \\
August 31, 2023 - PERIOD 2 BUDLEGAL
\end{tabular} \& \begin{tabular}{l}
ACCT \\
titie
\end{tabular} \& \begin{tabular}{|c|}
\hline 2022 \\
\\
\\
Support Program \\
2022.D.002.2110 \\
2022.D.002.25 \\
\hline Mick \\
\hline Mis
\end{tabular} \& \begin{tabular}{|c|}
\hline 2023 \\
\\
\\
Support Program \\
2023.D.002.2110 \\
2023.D.002.25 \\
\hline Mis Mis
\end{tabular} \& 2023
Scheduled
Reimbursement
2023.F.002.2110
2023.F.002.90.25 \& 2023
Renewal Fees
2023.4127400
\(2023 . R .0125800\) \& \begin{tabular}{|c}
2023 \\
\\
Other \\
Regulatory Fees \\
2023.4129200 \\
2023.R.0125600
\end{tabular} \& 2023
Other
Regulatory
Licenses and
Permits
2023.4129400
2023.R.0125700 \& \begin{tabular}{|c}
2023 \\
\\
Miscellaneous \\
Revenue \\
2023.4172500 \\
\(2023 . R .0161400\)
\end{tabular} \& TOTAL Appropriations \& Tc
BUD
B

(AC <br>
\hline Other Accrual Adjustments: \& \& \& \& \& \& \& \& \& \& <br>
\hline PY Accrual Reversal \& \& \& \& \& \& \& \& \& 97,878.01 \& <br>
\hline Vouchers 00374419, 00375991, 00376504, and 00377189payment posted in $\mathrm{Fl} \$ \mathrm{Cal}$ on 9/1/23. \& \& (311.00) \& (15,604.75) \& \& \& \& \& (4D \& (15,915.75) \& <br>
\hline Vouchers 00374417,00377141,00377180, and 00377182, $00377538,00377566,00377585,00377733,00377996$, and 00378486 - payment posted in FI\$Cal on 9/2/23. \& \& (4,334.70) \& (6,917.21) \& \& \& \& (900.00) \& \& (12,151.91) \& <br>
\hline \& \& \& \& \& \& \& \& \& \& <br>
\hline SCO ADJUSTED BALANCE \& \& $(933,127.56)$ \& (14,680,906.96) \& 431,959.00 \& $(1,370,603.00)$ \& $(118,634.00)$ \& $(1,193,766.50)$ \& (83.00) \& (18,550,818.29) \& <br>
\hline \& \& \& \& \& \& \& \& \& \& <br>
\hline Balance Per Department's Records \& \& $(929,263.91)$ \& $(14,680,906.96)$ \& 427,339.00 \& $(1,458,083.50)$ \& $(122,503.08)$ \& $(1,265,751.00)$ \& (108.00) \& $(18,881,070.27)$ \& <br>
\hline Adjustments to Fi\$Cal: \& Illlllw \& \& \& \& (lllllllllllll \& \& \& \& \& <br>
\hline Advance to ORF not posted KK \& 1222100 \& \& \& \& \& \& \& \& 168,000.00 \& <br>
\hline Advance to SCIF and SRF not posted to KK \& 1309200 \& \& \& \& \& \& \& \& 0.00 \& <br>
\hline Refunds to Reverted not posted to KK \& 5901000 \& \& \& \& \& \& \& \& (1,863.45) \& <br>
\hline Unappropriated Operating Transfer from Other Funds \& 63 XXXXX \& \& \& \& \& \& \& \& 0.00 \& <br>
\hline \& \& \& \& \& \& \& \& \& \& <br>
\hline FDID 13422 - posted in the SCO legacy on 9/6/23 \& \& \& \& 2,291.00 \& 44,326.50 \& 2,656.00 \& 47,147.50 \& \& 96,421.00 \& <br>
\hline FDID 13426, 13429, 13433, 13436, 13440, 13443, and 13445posted in the SCO legacy on 9/7/23 \& \& \& \& 2,329.00 \& 43,154.00 \& 1,213.08 \& 24,837.00 \& 25.00 \& 71,558.08 \& <br>
\hline Vouchers 378170, 378289, 378446, 378452, 378454, 378689GL/KK mismatch, corrected in period 3. \& \& $(3,863.65)$ \& \& \& \& \& \& \& $(3,863.65)$ \& <br>
\hline \& \& \& \& \& \& \& \& \& \& <br>
\hline DEPARTMENT'S ADJUSTED BALANCE \& \& $(933,127.56)$ \& (14,680,906.96) \& 431,959.00 \& (1,370,603.00) \& (118,634.00) \& (1,193,766.50) \& (83.00) \& (18,550,818.29) \& <br>
\hline VARIANCE \& \& 0.00 \& 0.00 \& 0.00 \& 0.00 \& 0.00 \& 0.00 \& 0.00 \& 0.00 \& <br>
\hline
\end{tabular}

* Some rows and columns are hidden


## Attachment NS-7

Fund Administrator (BU 4321) data from DFQ_AR_13_CASH_RECEIPT_DETAIL query, periods 1 and 2*

*Some rows are hidden.

## Attachment NS-8

Fund Administrator (BU 4321) data from DFQ_AP_02_VOUCHERS_LISTING query, periods 1 and 2*
Vouchers paid by the SCO in period 2; but the payments posted in the subsequent period in FI\$Cal:
$(28,067.66)$
4D
28,067.66

| Unit | Voucher ID | Amount | Fund | Cash Type | Payment Action | Reference | Date | Payment Selection Status |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 4321 | 00374417 | 377.50 | 1234 | Warrant | Schedule Payment | 62415791 | 9/2/2023 | Paid |
| 4321 | 00374419 | 311.00 | 1234 | Warrant | Schedule Payment | 62397072 | 9/1/2023 | Paid |
| 4321 | 00375991 | 10.05 | 1234 | Warrant | Schedule Payment | 62397111 | 9/1/2023 | Paid |
| 4321 | 00375991 | 63.05 | 1234 | Warrant | Schedule Payment | 62397111 | 9/1/2023 | Paid |
| 4321 | 00376504 | 80.09 | 1234 | Warrant | Schedule Payment | 62397149 | 9/1/2023 | Paid |
| 4321 | 00377141 | 407.80 | 1234 | Warrant | Schedule Payment | 62415838 | 9/2/2023 | Paid |
| 4321 | 00377180 | 493.95 | 1234 | Warrant | Schedule Payment | 62415846 | 9/2/2023 | Paid |
| 4321 | 00377182 | 493.95 | 1234 | Warrant | Schedule Payment | 62415847 | 9/2/2023 | Paid |
| 4321 | 00377189 | 15,451.56 | 1234 | Warrant | Schedule Payment | 62397209 | 9/1/2023 | Paid |
| 4321 | 00377538 | 837.10 | 1234 | Warrant | Schedule Payment | 62415876 | 9/2/2023 | Paid |
| 4321 | 00377538 | 2,587.40 | 1234 | Warrant | Schedule Payment | 62415876 | 9/2/2023 | Paid |
| 4321 | 00377566 | 3,957.20 | 1234 | Warrant | Schedule Payment | 62415880 | 9/2/2023 | Paid |
| 4321 | 00377585 | 400.00 | 1234 | Warrant | Schedule Payment | 62415885 | 9/2/2023 | Paid |
| 4321 | 00377733 | 900.00 | 1234 | Warrant | Schedule Payment | 62415893 | 9/2/2023 | Paid |
| 4321 | 00377996 | 1,453.06 | 1234 | Warrant | Schedule Payment | 62415911 | 9/2/2023 | Paid |
| 4321 | 00378486 | 243.95 | 1234 | Warrant | Schedule Payment | 62415970 | 9/2/2023 | Paid |

*Some rows are hidden.

## Attachment S-1

## CASH IN STATE TREASURY ACCOUNT RECONCILIATION_SHARED FUND



## Attachment S-2

Report ID: ZGL061

DEPARTMENT OF TRAINING Trial Balance
As of:09/30/23

Page No: 2
Run Date: $10 / 20 / 2023$
Run Time 08:29:38

| Business Unit: | 4321 |
| :--- | :--- |
| Ledger: | BUDLEGAL |
| Fiscal Year: | 2023 |
| Period From: 1 | To Period: 3 |

## ACCOUNT ACCOUNT TITLE

5320240 Travel-In State-Per Diem Other 5320260 Travel-In St-Trav Agcy Mgt Fee 5320400 Travel-In State-Commercial A1r 5320440 Travel - In State -Private Car 5320470 Travel - In State - Rental Car 5320490 Travel - In State - Other 5322400 Training - Tuition \& Registrat 5342500 Indirect Distributed Cost 5342500 Indirect Distributed Cost 5346700 IT Supplies (Paper, Toner, etc 5368015 Communications Bquipment
5368025 Computers \& Computer Equipment 5368145 Safety And Maintenance Equip 6510000 Unapp InterUnit Cash Xfers In 6512400 Unapp Transfers Out-Pro Rata 6520000 Unapp InterUnit Cash Xfers Out 6590000 Unapprop Cash Transfers - BLI

Total Fund: 2255

Total:

|  | BEGINNING BALANCE |  | DEBITS |  | CREDITS |
| :---: | :---: | :---: | :---: | :---: | :---: |
| \$ | 0.00 | \$ | 30.00 | \$ | 20.00 |
| \$ | 0.00 | \$ | 7.00 | \$ | 7.00 |
| \$ | 0.00 | \$ | 433.71 | \$ | 433.71 |
| \$ | 0.00 | \$ | 317.83 | \$ | 289.01 |
| \$ | 0.00 | \$ | 270.74 | \$ | 270.74 |
| \$ | 0.00 | \$ | 98.95 | \$ | 68.95 |
| \$ | 0.00 | \$ | 738.60 | \$ | 195.82 |
| \$ | 0.00 | \$ | 23,934.52 | \$ | 1,500.35 |
| \$ | 0.00 | \$ | 16,029.64 | \$ | 0.00 |
| \$ | 0.00 | \$ | 208.73 | \$ | 159.80 |
| \$ | 0.00 | \$ | 356.93 | \$ | 154.44 |
| \$ | 0.00 | \$ | 14.98 | \$ | 31.27 |
| \$ | 0.00 | \$ | 1,826.10 | \$ | 3,131.10 |
| \$ | 0.00 | \$ | 160,796.02 | \$ | 160,796.02 |
| \$ | 0.00 | \$ | 19,174.00 | \$ | 0.00 |
| \$ | 0.00 | \$ | 64,903.97 | \$ | 64,903.97 |
| \$ | 0.00 | \$ | 2,942.76 | \$ | 98,834.81 |
| \$ | 0.00 | \$ | 1,011,084.77 | \$ | 1,011,084.77 |
|  |  | \$ | 1,011,084.77 | \$ | 1,011,084.77 |

## Attachment S-3

## CASH TRANSACTION RECONCILIATION_SHARED FUND USER

For Period Ending 09/30/2023 (Period 3)
Fund Number: 2255
Fund User BU: 3456

|  | FY Beginning Balance | YTD Activity | Ending Balance |
| :---: | :---: | :---: | :---: |
| SCO AGENCY RECONCILIATION REPORT ACTIVITIES: |  |  |  |
|  |  |  |  |
| Total transactions in the "C" accounts (opposite sign) | 0.00 | 0.00 | 0.00 |
| Total transactions in the "Q" accounts (opposite sign) | 0.00 | 25,500.00 | 25,500.00 |
|  |  |  |  |
| Reconciling Items: |  |  |  |
|  |  | 0.00 | 0.00 |
| TOTAL per SCO | 0.00 | 25,500.00 | 25,500.00 |
| TRIAL BALANCE REPORT (BUDLEGAL) |  |  |  |
| Fund User - BU 3456 |  |  |  |
| Account 6590000 | 0.00 | 25,500.00 | 25,500.00 |
| Total Year-to-Date Cash Transactions per Department's Records | 0.00 | 25,500.00 | 25,500.00 |
| Reconciling Items: 4 |  |  |  |
| TOTAL ADJUSTED DEPARTMENT'S CASH TRANSACTIONS | 0.00 | 25,500.00 | 25,500.00 |
| VARIANCE |  |  | 0.00 |

## CASH TRANSACTION RECONCILIATION_SHARED FUND USER

For Period Ending 09/30/2023 (Period 3)

|  | Fund Number: 2255 |  |  |
| :---: | :---: | :---: | :---: |
|  | Fund User BU: 5678 |  |  |
|  | FY Beginning Balance | YTD Activity | Ending Balance |
| SCO AGENCY RECONCILIATION REPORT ACTIVITIES: |  |  |  |
| Total transactions in the "C" accounts (opposite sign) | 0.00 | (56,614.05) | (56,614.05) |
| Total transactions in the "Q" accounts (opposite sign) | 0.00 | 150,760.50 | 150,760.50 |
| Reconciling Items: |  |  |  |
|  |  | 0.00 | 0.00 |
| TOTAL per SCO | 0.00 | 94,146.45 | 94,146.45 |
| TRIAL BALANCE REPORT (BUDLEGAL) |  |  |  |
| Fund User - BU 5678 |  |  |  |
| Account 6590000 | 0.00 | 36,509.51 | 36,509.51 |
| Total Year-to-Date Cash Transactions per Department's Records | 0.00 | 36,509.51 | 36,509.51 |
| Reconciling Items: 4 |  |  |  |
| Balance in 1109200 - reclassified to 6510000/6520000 in period 4 |  | 57,636.94 | 57,636.94 |
|  |  |  |  |
| TOTAL ADJUSTED DEPARTMENT'S CASH TRANSACTIONS | 0.00 | 94,146.45 | 94,146.45 |
| VARIANCE |  |  | 0.00 |

