

**OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
AGENCY CLEARING ACCOUNT REPORT**

Agency Name _____
Number _____

PeopleSoft Class Funding _____
Clearing Account No _____
For the Month of _____

SECTION A: Total Receipts and Summary of Vouchers Written

| (ADJUSTED) TOTAL AGENCY RECEIPTS - SUMMARY <i>Deposit in accordance with Title 62, O.S.S. Sec 7.1 (Include Adjustments in this Section)</i> | | (ADJUSTED) VOUCHERS WRITTEN - SUMMARY (Disbursement) BY ACCOUNT (OBJECT CODE) <i>(Include Adjustments in this Section)</i> | |
|---|--------|---|--------|
| CODE | AMOUNT | CODE | AMOUNT |
| _____ | _____ | Vouchers | _____ |
| _____ | _____ | 553190 | _____ |
| _____ | _____ | 561210 | _____ |
| _____ | _____ | 562150 | _____ |
| _____ | _____ | Subtotal of Vouchers | _____ |
| _____ | _____ | Transfers | _____ |
| _____ | _____ | 562120 | _____ |
| _____ | _____ | 562130 | _____ |
| _____ | _____ | Net Disbursements | _____ |
| Total Adjusted Receipts | _____ | | _____ |

NOTE: The only disbursements authorized from clearing accounts are

- Refund of over-payment of taxes, licenses, fees, unspent balances, and other charges (account 553190)
- Taxes remitted to the Oklahoma Tax Commission (account 561210)
- Transfers to Treasury Fund (the General Revenue Fund and other special and continuing funds) using vouchers (account 562150)
- Transfers to Treasury Fund (the General Revenue Fund and other special and continuing funds) using ONUS transfers (account 562120)
- Transfers to Agency Special Accounts authorized in accordance with Title 62 O.S.S. Sec 7.2 using ONUS transfers (account 562130).

SECTION B

Balance Verification per OMES/Agency Records

- Beginning Cash Balance _____
- Add: Net Receipts _____
- Less: Net Disbursements _____
- Ending Cash Balance _____
must equal Section C. 5. Adjusted OST Cash Bal

SECTION C - RECONCILIATION

Treasurer's (OST) Statement - Agency Records

- Account Balance per OST _____
- Add: Deposits in Transit _____
- Less: Outstanding Vouchers _____
- Add (less) Adjustments:
 - _____
 - _____
 - _____
 - _____
- Adjusted OST Cash Balance _____
must equal Section B. 4. Ending Cash Balance

SECTION D

- PS Cash Balance from SRD Report (attached) _____
- Reconciling Items _____
*should clear within 1 month
Include request for action memo*
- Reconciled Cash Balance _____
must equal Section B line 4 and Sec C line 5

Signature and Title of Chief Fiscal Officer _____ Date _____

OMES Approval _____