OMES Form 11
Revised 12/2012

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
Deposit in accordance with Title 62, O.S.S. Sec 7.1
(Inlcude Adjustments in this Section)

CODE	AMOUNT
Total Adjusted Receipts	

(ADJUSTED)
VOUCHERS WRITTEN - SUMMARY (Disbursement)
BY ACCOUNT (OBJECT CODE)
(Inlcude Adjustments in this Section)

CODE	AMOUNT
Vouchers	
553190	
561210	
562150	
Subtotal of Vouchers	
Transfers	
562120	
562130	
Net Disbursements	

NOTE: The only disbursements authorized from clearing accounts are

1. Refund of over-payment of taxes, licenses, fees, unspent balances, and other charges (account 553190)
2. Taxes remitted to the Oklahoma Tax Commission (account 561210)
3. Transfers to Treasury Fund (the General Revenue Fund and other special and continuing funds) using vouchers (account 562150)
4. Transfers to Treasury Fund (the General Revenue Fund and other special and continuing funds) using ONUS transfers (account 562120)
5. 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

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

SECTION C - RECONCILIATION
Treasurer's (OST) Statement - Agency Records

1. Account Balance per OST _____
2. Add: Deposits in Transit _____
3. Less: Outstanding Vouchers _____
4. Add (less) Adjustments:
   a. _____ _____
   b. _____ _____
   c. _____ _____
   d. _____ _____
5. Adjusted OST Cash Balance _____
   must equal Section B. 4. Ending Cash Balance

SECTION D

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

_____ _____
Signature and Title of Chief Fiscal Officer Date

OMES Approval _____