OMES Form 11A
Revised 12/12

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
AGENCY SPECIAL ACCOUNT REPORT

Agency
Name _____
Number _____

Agency Special Account No _____
For the Month of _____
PeopleSoft Class Funding _____

SECTION A: Total Receipts and Summary of Vouchers Written

(ADJUSTED)
TOTAL AGENCY RECEIPTS - SUMMARY
BY ACCOUNT (RECEIPT CODE)
(Include Prior Month Adjustments if necessary)

ACCOUNT CODE		AMOUNT
Net Receipts		

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

ACCOUNT CODE	JE	CFDA	AMOUNT
Payments by voucher or EFT			
Transfers (ONUS) *see note 1 or 2 below*			
562120			
562130			
Net Disbursements			

NOTE: Disbursements using ONUS transfers should use the following accounts
1. Transfers to Treasury Fund (the General Revenue Fund and other special and continuing funds) using ONUS transfers (account 562120)
2. Transfers to Agency Special Accounts authorized in accordance with Title 62 O.S.S. Sec 7.2 using ONUS transfers (account 562130).
3. Payments to Treasury Funds (the General Revenue Fund and other special and continuing funds) using vouchers should use account 562150.

SECTION B
Balance Verification per OMES/Agency Records

1. Beginning Cash & Investment Balance _____
2. Add: Net Receipts _____
3. Less: Net Disbursements _____
4. Available Cash & Investments _____
5. Less: Investments per OST:
   a. Agency Directed Investments _____
6. 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. 6. Ending Cash Balance

SECTION D

1. PS Cash Balance from SRD Report _____
   attach report
2. Reconciling Items _____
   should clear within 1 month _____
   Include request for action memo _____
3. Reconciled Cash Balance _____
   must equal Section B line 6 and Sec C line 5

_____ _____
Signature and Title of Chief Fiscal Officer Date

OMES Approval _____