

**Instructions for Petty Cash Verification
Attachment I**

Purpose To certify to DOA that the balances for GLA 103 have been reconciled per the agency's internal records to Account 131030 in Cardinal and then to GLA 103 in CARS.

Applicable Agencies All agencies that have GLA 103 displayed on the June 30, 2016, ACTR0402 B1, even those with a zero balance, are required to complete and submit the attachment.

Note: Tier III Institutions are **not** required to complete this attachment.

Due Date Must be **RECEIVED** at DOA by 5:00 p.m. on Wednesday, **August 31, 2016**.

Form Instructions Be sure to complete the agency code and contact information on Part A of the workbook **and** all applicable shaded areas on all worksheets. Please note that each attachment page is on an individual worksheet within the workbook. Using the "Tab" key will allow easy navigation between all required fields.

Procedures **Part A:** Certify the balance of GLA 103 per the agency's internal records agree to the Account 131030 in Cardinal and then to GLA 103 CARS Final Close balance for the fiscal year ended June 30, 2016, on report ACTR0402 B1.

Part B: Petty cash balances must be differentiated into Cash on Hand, Change Funds, Employee Advances, Unreimbursed Expenses or Other Reconciling Items. (Note that only employee advances recorded in Account 131030/GLA 103 are included in this reconciliation. Employee advances recorded in Account 131050/GLA 130 are included in the reconciliation on Attachment J). If the agency has any outstanding Employee Advances, Unreimbursed Expenses or Other Reconciling Items, additional information will be required in Schedules 1, 2 and 3. The total for all funds per the agency's records must agree with the Cardinal and CARS final close reports.

Note: Petty Cash Operations Account 154601 is not intended to reflect the balance of the petty cash account; if all petty cash reimbursements have been recorded as per the Year End Closing Procedures (*Accounts Payable – Petty Cash Reimbursement Vouchers* section on page 7) there should not be a balance in account 154601 as of June 30, 2016.

If additional entries are required, please insert rows to the spreadsheet. To do this, go to the cell where the row will be inserted, then, on the menu bar, click **Home**, then, click **Insert**, then, click **Rows**.

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Submission Requirements After downloading the files, rename the spreadsheet using the agency number followed by Att I. For example, agency 997 should rename the Attachment I.xls as 997AttI.xls.

In the prepared by and approved by fields, complete the appropriate blanks for the name, title and date. This certifies that the information contained in the attachment is accurate and correct to the best of the knowledge of the signatories. The Fiscal Officer must review and approve the information contained in the attachment prior to submitting it to DOA.

Submit the workbook **electronically** to gacct@doa.virginia.gov.

DOA Contact Monica Darden
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