

See next page for reverse side of this form.

TREASURERS DAILY BALANCE OF CASH, DEPOSITORIES AND INVESTMENTS

	Balance From The Previous Day 1	Receipts For The Day 2	Investments Purchased For The Day 3	Disbursements For The Day 4	Investments Cashed For The Day 5	Balance Close of Day 6
1 Ledger Balance - Cash Funds						
2 Investments From Ledger Funds						
3 Totals						
NAMES OF DEPOSITORIES	Depository Balances Previous Day 1	Deposits During Day		Warrants Issued During Day		Depository Balances Close of Day 6
		Ledger Funds 2	Investments From Depository Balances Cashed-Cost 3	Ledger Funds 4	Investments From Depository Balances Purchased-Cost 5	
4A						
4B						
4C						
4D						
4E						
4F						
4G						
4H						
4I						
4J						
5 Total Depository Balances						
INVESTMENTS - (Listed by Funds as Shown in Investm	Investment Balances Previous Day 1		Investments Purchased-Cost 3		Investments Cashed-Cost 5	Investment Balances Close of Day 6
6A						
6B						
6C						
6D						
6E						
6F						
6G						
6H						
6I						
6J						
7 Depository Balances Invested						
8 Total Investments						
9 Totals - Depositories and Investments						

See preceding page for reverse side of this form.

General Form No. 381 (Rev. 1075)

Treasure's Daily Balance of Cash, Depositories and Investments

DATE _____

	Column 1				Column 2				
Cash on Hand Beginning of Day (Line 11, preceding page)									1
Add Receipts for the Day (Line 1, Col. 2, opposite page)									2
Add Investments From Depository Balances - Cashed - Cost (Line 5, Col. 3, opposite page)									3
Totals									4
Deduct Deposits During the Day (Line 5, Col. 2, plus Col. 3, opposite page)									5
Net Cash on Hand for which Accountable									6
Cash on Hand Close of Day (Per Cash Count):									7
Currency									8
Coins									9
Checks and Money Orders									10
Total Cash on Hand Close of Day									11
Deduct Advances for Cash Change Fund (if not included in Ledger Balances)									12
Net Cash on Hand (After Deducting Advances)									13
Add Depository Balance - Close of Day (Line 5, Col. 6, opposite page)									14
Total Cash on Hand in Depository									15
Add Cash Under									16
Deduct Cash Over									17
Total									18
Add Investments on Hand Close of Day (Line 8, Col. 6, opposite page)									19
Proof (Must equal Record Balance Close of Day, Line 3, Col. 6)									20
									21
INSTRUCTIONS:									22
(1) Lines 1, 2 and 3 reflect the transactions each day for the ledgers for all cash funds and all investments made from the Ledger Funds.									23
(2) Lines 4A through 4J will be used for the various depositories and will reflect the transactions each day for each depository affected.									24
(3) Lines 6A through 6a will reflect the transactions each day of investments for each fund affected.									25
(4) Line 7 will reflect the transactions each day of the investment made from the total of all monies on deposit, except for investments made from fund balances under (3) above.									26
(5) Line 8 will reflect the Transactions of Investments by Funds and from the depository balances in total.									27
(6) Line 9 reflects the transactions in Totals-Depositories and Investments.									28
(7) Line 2, Col. 3, reflects Investments Purchased in amount of \$1000 from Ledger Balance-Cash Funds as a portion of the Disbursements for the day as shown on Line 1, Col. 4, and line 4A, Col. 4. On the same day investments are purchased from a fund it shall reflect Investment Purchased-Cost, Line 6A, Col. 3 (See Sample).									29
(8) When any investments are cashed belonging to a certain fund (example shown Water Bond and Interest Fund) the amount of \$4000 shall be shown on Line 2, Col. 5, and Line 6B, Col. 5. The \$4000 is included in the \$30000 receipts for the day.									30
(9) Under the Names of Depositories section, Line 4, for each depository affected, Cols. 3 and 5, will be used only when investments are purchased or cashed from the total of all funds deposited in a depository account. The totals shown on Line 5, Col. 3, shall appear on Line 7, Col. 5, and the total shown on Line 5, Col. 5, shall appear on Line 7, Col. 3.									31
									32
									33
									34