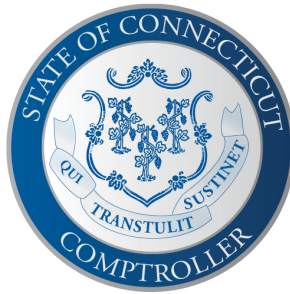


**KEVIN LEMBO**  
STATE COMPTROLLER



**MARTHA CARLSON**  
DEPUTY COMPTROLLER



STATE OF CONNECTICUT  
OFFICE *of the* STATE COMPTROLLER  
165 Capitol Ave.  
Hartford, CT 06106

**MEMORANDM NO. 2021-07**

**April 07, 2021**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention:** Chief Administrative and Fiscal Officers, and Business Managers

**Subject:** **2021 Petty Cash Fund Report**

**I. PURPOSE**

The purpose of this memorandum is to remind agencies of the requirement to submit an annual Petty Cash Fund Report to the Office of the State Comptroller.

**II. AUTHORITY**

Section 3-112 of the Connecticut General Statutes gives the Comptroller the authority to establish petty cash funds and procedures for such petty cash funds.

**III. PETTY CASH FUND REPORT**

The Petty Cash Fund Report, which will be as of April 30, 2021, is due in the Office of the State Comptroller, Central Accounts Payable Policy and Security Unit, no later than **May 31, 2021**. A copy of the Petty Cash Fund Report form is attached for your convenience.

**Submit the completed Petty Cash Fund Report via email to [osc.pettycash@ct.gov](mailto:osc.pettycash@ct.gov). The original must be kept on file at each agency and made available for audit; please do not send the original to the Comptroller's Office.**

**IV. GENERAL**

Please direct any questions concerning this memorandum to the Office of the State Comptroller, Central Accounts Payable, Policy and Security Unit, [elizabeth.l.daly@ct.gov](mailto:elizabeth.l.daly@ct.gov).

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April 07, 2021

V. **COVID 19**

All petty cash reports are due to the Office of the State Comptroller, Central Accounts Payable Policy and Security Unit, no later than May 31, 2021. If you are experiencing difficulty meeting these requirements due to COVID 19, please contact us using the petty cash mailbox at [osc.pettycash@ct.gov](mailto:osc.pettycash@ct.gov) for assistance.

DocuSigned by:

*Kevin Lembo*

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**KEVIN LEMBO**  
**STATE COMPTROLLER**

KL:ED

Attachment

<http://www.osc.ct.gov>

**PETTY CASH FUND REPORT AS OF:** \_\_\_\_\_

Agency Name: \_\_\_\_\_  
 Business Unit: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone Number: please print \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Fund: \_\_\_\_\_

**PETTY CASH  
Petty Cash Advances**

	<b>General Fund</b>	<b>Other Funds</b>
Authorized Balance	_____	_____
Actual Cash on Hand	_____	_____
Actual Cash in Bank	_____	_____
Receipts for Expenditures on Hand	_____	_____
Outstanding Travel and Other Advances	_____	_____
<b>Total</b>	_____	_____

Further Instructions: (answer only one)

The full authorized balance is still needed: \_\_\_\_\_

The following is in excess of our needs and will be returned: \$ \_\_\_\_\_

1. Agencies with a "consolidated" petty cash fund need send only one consolidated report; however, the portion of the fund of each sub-unit should be shown on an attached sheet.
2. Explain any discrepancy between this total and the Authorized Balance.
3. Please identify the sources of advances from other funds.

I have examined this report, any attachments and certify that it is correct. I have examined the use of this petty cash fund during this past year and certify that its use has been as prescribed by the State Accounting Manual - Imprest Petty Cash Funds except as indicated on an attachment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date