

SEAN SCANLON
STATE COMPTROLLER



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

TARA DOWNES
DEPUTY COMPTROLLER

MEMORANDUM NO. 2023-08

April 13, 2023

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Administrative and Fiscal Officers, and Business Managers

Subject: Annual Petty Cash Fund Report

I. PURPOSE

The purpose of this memorandum is to inform agencies of the due date for their upcoming submission of the 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, is due in the Office of the State Comptroller, Central Accounts Payable Division, osc.pettycash@ct.gov, no later than **May 31**.

The Petty Cash Fund Report form is available through Comptroller's Forms, Other, with this link, for your convenience, [CO-928.rev2023-04.pdf \(ct.gov\)](https://www.osc.ct.gov/CO-928.rev2023-04.pdf).

Certification by the Agency Head or designated manager level employee is required. Please note that the Prepared By signature must be different from the authorized signor. To reference Petty Cash guidance, please refer to the State Accounting Manual located at https://www.osc.ct.gov/StateAcct/sam/petty_cash.

The signed form must be kept on file at each agency and made available for audit.

IV. QUESTIONS

Please direct any questions concerning this memorandum to the Office of the State Comptroller, Central Accounts Payable Division, osc.pettycash@ct.gov.

SEAN SCANLON
STATE COMPTROLLER

A handwritten signature in blue ink, appearing to read "Sean Scanlon".

SS:ED
Link Attachments
www.osc.ct.gov