

# Annual Petty Cash Report

CO-928 Rev 1/2025



The Annual Petty Cash Report, showing cash balance as of June 30th of each year, is due in the Office of the State Comptroller, Central Accounts Payable Division, no later than August 1st of each year. The completed form should be submitted to: [osc.pettycash@ct.gov](mailto:osc.pettycash@ct.gov)

Agencies with a "consolidated" petty cash fund need to send individual forms for each activity or sub-unit.

Forms will not be accepted if the June 30th bank statement is not attached.

Agency Name:  
Dept. Name:  
Contact Person:  
Contact Email:  
Fund/Activity Name:  
Bank Name:

Reporting Year:  
Business Unit:

Dept. ID #:  
Bank Acct. # (last 4):

## General Fund (11000)

## Other Funds

Authorized Balance  
Actual Cash on Hand  
Actual Cash in Bank  
Receipts for Expenditures on Hand  
Outstanding Travel and Other Advances

Total

The full Authorized Balance is still needed:                      If No:

The Authorized Balance exceeds our current needs and should be reduced by:

New Authorized Balance:

Explain any discrepancy between the Total above and the Authorized Balance:

If Other Funds is filled out above, describe the source of the funds:

Prepared By

Title

Date

I have examined this report, along with any attachments or supporting documentation, and certify that the information shown above is correct. I have examined the petty cash fund during this past year and attest to compliance with agency internal controls and the State Accounting Manual - Imprest Petty Cash Funds. Per the State Accounting Manual, the June 30th bank statement and any exceptions should be attached to this annual report. If exceptions are attached initial here:

Agency Head/Authorized By

Title

Date

*This form needs to be signed by the Agency Head or designated manager level employee. The Prepared By signature must be different from the Agency Head/Authorized By signor.*