

**SEAN SCANLON**  
STATE COMPTROLLER



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

**MEMORANDUM NO. 2025-12**

**JUNE 4, 2025**

**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 Reports (CO-928) to the Office of the State Comptroller.

**II. AUTHORITY**

CT General Statutes Sec. 3-112– Powers and Duties. The Comptroller shall: [...] (4) prescribe the mode of keeping and rendering all public accounts of departments or agencies of the state and of institutions supported by the state or receiving state aid by appropriation from the General Assembly; (5) prepare and issue effective accounting and payroll manuals for use by the various agencies of the state;

State Accounting Manual – Imprest Petty Cash Funds 13.0 Annual Report. A petty cash fund report is required for each petty cash advance, regardless of fund, authorized by the State Comptroller. [...] The CO-928 Annual Petty Cash report will be as of June 30th and due [...] no later than August 1st of each year. A copy of the June bank statement for the Petty Cash Account must be attached [...]. Certification by the chief administrative officer, chief fiscal officer or comparable official is required.

**III. PETTY CASH FUND REPORT**

To properly coincide with State Treasurer's reports reviewed in conjunction with statewide petty cash accounts, the Petty Cash Fund Report (CO-928) should be filled out as of June 30 and is due in the Office of the State Comptroller, Central Accounts Payable Division, [osc.pettycash@ct.gov](mailto:osc.pettycash@ct.gov), no later than August 1 of each year. A copy of the June bank statement for the Petty Cash Account must be attached to the Petty Cash Fund Report (CO-928).

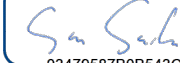
The Petty Cash Fund Report form is available through Comptroller's Forms, Other, with this link, for your convenience, [CO-928 Annual Petty Cash Report](#).

Certification by the Agency Head or designated manager level employee is required. Please note that on the CO-928 the 'Prepared By' signor must be different from the 'Agency Head/Authorized By' signor. To reference petty cash guidance, please refer to the State Accounting Manual located at [https://osc.ct.gov/StateAcct/sam/petty\\_cash/index.htm](https://osc.ct.gov/StateAcct/sam/petty_cash/index.htm).

**A copy of the signed form must be kept on file at the 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](mailto:osc.pettycash@ct.gov).

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**SEAN SCANLON  
STATE COMPTROLLER**

**SS:PM**

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