

## Advance Account Reimbursements

<b>Type of Information</b>	<b>Source of Information</b>	<b>Intended Use of Information</b>
<ul style="list-style-type: none"> <li>• Advance Account Reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• Bank (for bank statement)</li> <li>• Individual performing the reconciliation</li> </ul>	<p>Verify the reconciliation is accurate and all monies are accounted for.</p> <p>Verify the reconciliation was performed by an employee not involved in recording receipts and disbursements.</p> <p>Verify the reconciliation was performed within 5-7 days of each month-end.</p> <p>Ensure the reconciler handled unreconciled amounts appropriately.</p> <p>For full instructions, please refer to <a href="#"><u>Chapter XIV, Section 4.C - Bank Account Reporting and Reconciliations</u></a>.</p>
<ul style="list-style-type: none"> <li>• Justification for establishing or increasing the account</li> </ul>	<ul style="list-style-type: none"> <li>• Agency Chief Fiscal Officer</li> <li>• Requestor of the funds</li> </ul>	<p>Verify a justification for establishing or increasing the account was provided. This may include, but is not limited to, the following:</p> <p>A six month analysis of vouchers previously paid by OSC which could have been paid from a cash advance account if it were in existence at the time. For example:</p> <ul style="list-style-type: none"> <li>• Number of vouchers and total dollar value of vendor claims paid under \$250.</li> <li>• Confidential investigation payments.</li> <li>• Other special purchase payments.</li> </ul>
<ul style="list-style-type: none"> <li>• Receipts for advance account reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>• User of the funds</li> </ul>	<p>Verify the purchases were made in accordance with the advance account type (e.g., petty cash, travel, confidential, etc.).</p>

## Advance Account Reimbursements

		<p>Verify the receipts support the expenses listed on the advance account reconciliation.</p> <p>For more information, please refer <a href="#"><u>Chapter VII, Section 10.D - Cash Advance Payment Types</u></a> and <a href="#"><u>Chapter VII, Section 10.E - Cash Advance Reimbursement</u></a>.</p>
--	--	--