



**STATE OF MARYLAND
WORKING FUND SUBMISSION CHECKLIST
CALENDAR YEAR 2017**

SECTION I: IDENTIFYING INFORMATION

Agency Code: _____
 Bank Account Number: _____
 Title of Account: _____
 Checklist Preparer: _____ Preparer contact number: _____
 Preparer e-mail address: _____

SECTION II: SUPPORTING DOCUMENTATION CHECKLIST

- Has an overview of how the account is used been provided? Specifically, what do the transactions flowing through this account represent?
- Has the Reconciliation been completed using Excel?**
Note: Manual completion of forms is no longer an acceptable format
- Is **Bank Statement – all pages** - as of **12/31/17** attached?
- Required** - Detailed supporting documentation for all reconciling items:

	<u>Item</u>	<u>Requested Support</u>
<input type="checkbox"/>	Deposits not reflected on bank statement	Is date, description of deposit, amount and date of when fund were deposited in the bank provided?
<input type="checkbox"/>	Outstanding checks – less than 6 months	Is date, check number and payee provided?
<input type="checkbox"/>	Outstanding checks – dated 6 months or greater	Is date, check number, payee and procedure followed to adjust checking account provided?
<input type="checkbox"/>	Debit adjustments	Is date, description, amount and date recorded in R*STARS provided?
<input type="checkbox"/>	Credit adjustments	Is date, description, amount and date recorded in R*STARS provided?
<input type="checkbox"/>	Outstanding advance vouchers due from individuals less than 30 days	Is date, description and amount provided?
<input type="checkbox"/>	Outstanding advance vouchers due from individuals aged 30 days and over	Is date, description, amount, and corrective steps being taken to recover amount provided? Include all <u>correspondence supporting your agency's recovery efforts.</u>
<input type="checkbox"/>	Vouchers in transmittal reimbursement process	Is transmittal date, archive number and amount provided?
<input type="checkbox"/>	Petty Cash	Is Petty Cash Worksheet attached? Provide detailed explanation as to why Petty Cash is needed as opposed to using the corporate card.
<input type="checkbox"/>	Other	Is date, description and all supporting documentation provided? If funds are missing, please clearly identify what steps have been taken to recover loss. If unidentified differences exist, please state separately. Document steps which have been taken or will be taken to clear unidentified differences.

- Are all permanent or temporary advances clearly identified?
- Has attestation statement attesting to accuracy of information provided been signed?