

**OFFICE OF STATE FINANCE
AGENCY CLEARING ACCOUNT REPORT**

Agency Name _____
Number _____

Clearing Account No _____
For the Month of _____

SECTION A: Total Receipts and Summary of Vouchers Written

| (ADJUSTED) TOTAL AGENCY RECEIPTS - SUMMARY <i>Deposit in accordance with Title 62, O.S.S. Sec 7.1 (Include Adjustments in this Section)</i> | | (ADJUSTED) VOUCHERS WRITTEN - SUMMARY (Disbursement) BY ACCOUNT (OBJECT CODE) <i>(Include Adjustments in this Section)</i> | |
|---|------------|---|------------|
| CODE | AMOUNT | CODE | AMOUNT |
| _____ | _____ | Vouchers | _____ |
| _____ | _____ | 539110 | _____ |
| _____ | _____ | 553190 | _____ |
| _____ | _____ | 561210 | _____ |
| _____ | _____ | 562150 | _____ |
| _____ | _____ | Subtotal of Vouchers | - |
| _____ | _____ | Transfers | _____ |
| _____ | _____ | 562120 | _____ |
| _____ | _____ | 562130 | _____ |
| Total Adjusted Receipts | \$ _____ - | Net Disbursements | \$ _____ - |

NOTE: The only disbursements authorized from clearing accounts are

1. OST fee charges (account 539110)
2. Refund of over-payment of taxes, licenses, fees, unspent balances, and other charges (account 553190)
3. Taxes remitted to the Oklahoma Tax Commission using vouchers (account 561210)
4. Transfers to Treasury Fund (the General Revenue Fund and other special and continuing funds) using vouchers(account 562150)
4. Transfers to Treasury Fund (the General Revenue Fund and other special and continuing funds) using ONUS transfers (account 562120)
5. Transfers to Agency Special Accounts authorized in accordance with Title 62 O.S.S. Sec 7.2 using ONUS transfers (account 562130).

| SECTION B Balance Verification per OSF/Agency Records | |
|--|------------|
| 1. Beginning Cash Balance | _____ |
| 2. Add: Net Receipts | _____ - |
| 3. Less: Net Disbursements | _____ - |
| 4. Ending Cash Balance | \$ _____ - |

must equal Section C. 5. Adjusted OST Cash Bal

| SECTION C - RECONCILIATION Treasurer's (OST) Statement - Agency Records | |
|--|------------|
| 1. Account Balance per OST | _____ |
| 2. Add: Deposits in Transit | _____ |
| 3. Less: Outstanding Vouchers | _____ |
| 4. Add (less) Adjustments: | |
| a. _____ | _____ |
| b. _____ | _____ |
| c. _____ | _____ |
| d. _____ | _____ |
| 5. Adjusted OST Cash Balance | \$ _____ - |

must equal Section B. 4. Ending Cash Balance

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Signature and Title of Chief Fiscal Officer _____ Date _____

OSF Approval _____