



**To:** All Fiscal Officers  
**From:** Robert Caldwell, Chief Financial Officer  
**Date:** December 2, 2024  
**Subject:** **Cash Held Outside the County Treasury**

The purpose of this memo is to request the following information for **each cash account held outside the County Treasury**. The following information should be completed for **ANY** outside cash account held during the year, including accounts that were closed by year-end. Please forward this information to Amy Hernandez Paz at [amy.hernandezpaz@franklincountyohio.gov](mailto:amy.hernandezpaz@franklincountyohio.gov) no later than **January 15, 2025**.

1. Complete the **Reconciliation of Beginning and Ending Cash Balances** for each account, including the ORC authorization.
2. Provide a schedule of activity for each account.
3. Submit a copy of the bank statements for all **12 months** plus January of the following year.
4. Submit a copy of the reconciliation between book and bank balances as of December 31, 2024 for each account. (For accounts closed during the year, submit the last bank reconciliation prepared.)
5. Provide any additional information requested from your agency.

You will find the "Outside Cash Reconciliation" template to use by opening the hyperlink below:

<http://www.franklincountyauditor.com/fiscal/fiscally-speaking/form-center/year-end-forms>

If your office or agency does **not** have any cash accounts held outside the County Treasury, **please sign and date below, print your name, indicate your agency, and return this form.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Agency \_\_\_\_\_

If you have any questions, contact Amy Hernandez Paz at 614-525-7348 or [amy.hernandezpaz@franklincountyohio.gov](mailto:amy.hernandezpaz@franklincountyohio.gov). Thank you for your cooperation.



**FRANKLIN COUNTY AUDITOR MICHAEL STINZIANO**

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