



**To:** All Fiscal Officers  
**From:** Robert Caldwell, Chief Financial Officer  
**Date:** December 2, 2024  
**Subject:** Cash on Hand

The purpose of this memo is to request the following information for **cash physically held by the agency and not held in the County Treasury**. The following information should be completed for ANY cash held during the year, including cash that was no longer held on hand 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 cash holdings, including the ORC authorization.
2. Provide a schedule or summary of activity for each cash holdings.
3. Submit a copy of the reconciliation between book and normal balances as of December 31, 2024 for each cash holdings.

You will find the "Cash on Hand" template to use by opening the hyperlink below:

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

If your agency does **not** have any cash on hand 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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