

QUARTERLY REPORT OF RECONCILIATION OF TREASURER'S CASH

Period Ending June 30, 1980

PART I:

Cash and checks in office \_\_\_\_\_ \$ 500.00

BANK ACCOUNTS - NON INTEREST BEARING:

<u>BANK</u>	<u>BALANCE PER CHECK REGISTER*</u>
<u>Harvard Trust Control Ck.</u>	<u>\$ 760,579.78</u>
<u>Harvard Trust Revenue Sharing</u>	<u>300.00</u>
<u>Harvard Trust EMHRDA</u>	<u>168,264.79</u>
<u>Harvard Trust Police Detail Ck.</u>	<u>106,040.44</u>
<u>Harvard Trust Council on Aging Ck</u>	<u>1,687.50</u>
<u>Harvard Trust Stop Payment</u>	<u>.97</u>
<u>Charlesbank Reg.</u>	<u>2,289.99</u>
<u>Charlesbank Hospital</u>	<u>83,030.59</u>
<u>Charlesbank Traffic &amp; Pk.</u>	<u>245,432.06</u>
<u>Total Bank Accounts - Non Interest Bearing</u>	<u>\$10,231,160.87</u>

\$10,231,160.87 Total  
 of Page 1  
 and attached  
 Suppl. Sheet

BANK ACCOUNTS - INTEREST BEARING:

<u>BANK</u>	<u>BALANCE PER SAVINGS BOOK &amp; CHECK REGISTER*</u>
<u>Harvard Trust Control Sav.</u>	<u>\$ 423,897.62</u>
<u>Harvard Trust Quarterly Sav.</u>	<u>68,731.26</u>
<u>Harvard Trust Revenue Sharing</u>	<u>1,867.42</u>
<u>Harvard Trust Police Detail Sav.</u>	<u>174,197.17</u>
<u>Boston Safe Sav.</u>	<u>73,678.23</u>
<u>Cambridge Trust</u>	<u>49,879.30</u>

Total Bank Accounts - Interest Bearing:

\$4,575,220.56 Total  
 of Page 1  
 and attached  
 Suppl. Sheet

INVESTMENTS:

<u>Certificates of Deposit</u>	<u>\$ _____</u>
<u>U. S. Treasury Bills</u>	<u>_____</u>
<u>Repurchase Agreements</u>	<u>_____</u>
<u>Pooled Investment</u>	<u>_____</u>
<u>Other</u>	<u>_____</u>

Total Investments

\$ \_\_\_\_\_

OTHER CASH ITEMS:

<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>_____</u>

Total - Other Cash Items

\$ \_\_\_\_\_

GRAND TOTAL CASH AND INVESTMENTS

\$14,806,881.43

How much of the "Total Cash and Investments" amount at the bottom of Page 1

is:

a) Investible	<u>\$ 13,928,505.26</u>
b) Non-investible	<u>878,376.17</u>

Reason for (b): Funds are either uncollected or restricted.

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I hereby certify that the bank statements for the accounts set forth in the foregoing schedule have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for his certification of PART II.

August 14, 1980

G. W. Brien  
Treasurer

\* Attach a supplemental schedule, if more space is required.

**PART II:**

I hereby certify that the foregoing schedule, setting forth the total cash in the custody of the treasurer, is in agreement with the general ledger controls in my department.

1980

Accounting Officer

If the Accounting Officer does not sign PART II of this report, it will be considered as a non-reconciliation of treasurer's cash; therefore PART III must be completed.

PART III:

PLEASE CHECK APPROPRIATE BLOCK

- 1. Efforts are being made to reconcile difference as set forth below.
- 2. Other reasons or extenuating circumstances for delinquency in filing this report as set forth below.

EXPLANATION: General Ledger balances are updated annually, on a  
monthly basis. Cash receipts and cash disbursements are reconciled  
between the systems maintained independently by the Treasurer and  
City Auditor

For the Period Ending \_\_\_\_\_ 1980, the cash balance of \_\_\_\_\_  
 as per the ledger is \$ \_\_\_\_\_ \*\*

Aug 14 1980

*Arthur F. Lutz*  
 Accounting Officer

- 3. Notification in writing to Bureau, if failure of others to act, causes inability of treasurer to comply. (Separate letter to Bureau with carbon copies to appropriate local officials.)

Timetable for Submission and Enforcement of

Quarterly Report of Reconciliation of Treasurer's Cash

Action at End of Quarter:

1. Report due from treasurer 45 days after end of quarter.
2. If report not received by Bureau of Accounts per #1 above; letter of warning to treasurer with carbon copy to appropriate local authorities granting ten days from date of letter for receipt of report by Bureau. (Letter to be sent within 5 days)
3. Report due from treasurer following granting of additional days in Step 2.
4. If report not received when due in Step 3; immediate notification to surety bonding company with carbon copy to appropriate local authorities.

\*\* Please include all investments in cash total

1		2		
<b>Bank Accounts - Non Interest Bearing: (Cont'd)</b>				
	Boston Safe Ck	275608	29	2
	Capitol Ck	4761	39	3
	Century Ck	1057	88	4
	Coolidge Ck	7150	83	5
	First Nat'l Bank Ck	(497040)	58)	6
	Harbor Nat'l Ck	1022	43	7
	Middlesex Ck	1053	55	8
	N.E. Merchants Ck	41880	00	9
	Guaranty First Ck	2500	00	10
	Shawmut Bank Ck	8 402394	90	11
	Shawmut County Ck	502022	37	12
	Shawmut County (Escrow 312)	112118	92	13
	State Street Ck	5357	33	14
	U.S. Trust Ck	1777	00	15
	University Bank Ck	1854	44	16
	H.T. Manual Vendor Ck		6 00	17
	Note 1 : \$8.9 million of this amount covered BAN's sold 6/30/80 and invested overnight in this account.			
<b>Bank Accounts - Interest Bearing: (Cont'd)</b>				
	Capital Sav	1783	52	21
	Century Sav	227406	98	22
	First Nat'l Sav	3022	85	23
	Harbor Nat'l Sav	26628	05	24
	Middlesex County Sav	5906	73	25
	N.E. Merchants Sav	2638	34	26
	Guaranty First Sav	61805	20	27
	Shawmut Bank Sav.	416	58	28
	Shawmut County Sav.	1901	36	29
	State Street Sav.	23195	73	30
	U.S. Trust Sav.	1945	83	31
	East Camb. Sav.	150702	30	32
	Camb. Port. C.U.	65342	03	33
	Mass Mun. Dep. #313	2 008892	79	34
	#636	202177	51	35
	#1279	170831	29	36
	#4570	198282	30	37
	#5056	128369	09	38
	#8100	322277	03	39
	Cambridge Plant & Garden	13851	56	40
	Cambridge Unified Trust	8943	80	41
	Cambridgeport Perpetual Care	6188	43	42
	H.T. Tailings Sav.	60460	26	43
	H.T. Manual Vendor Sav.	90000	00	44
				45
				46
				47
				48
				49
				50

} see Note 1



# CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel. 498-9011

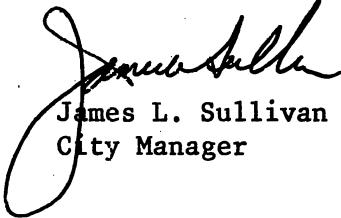
EXECUTIVE DEPARTMENT  
JAMES L. SULLIVAN  
City Manager

September 15, 1980

To the Honorable, the City Council:

As requested in City Council Order No. 10 of June 2, 1980, enclosed please find copy of the Quarterly Report of Reconciliation of Treasurer's Cash, for the period ending June 30, 1980, as filed with the Bureau of Accounts, Department of Revenue.

Very truly yours,



James L. Sullivan  
City Manager

JLS/mbf  
Enc.

Agenda # 8

F-320

Quarterly report of Reconciliation  
of Treasurer's Cash.

In City Council,

Sept. 15, 1980

*MD*  
*P*

*9/15/1980*

*Placed on File*