



# MONTHLY STATEMENT OF DAILY CASH TRANSACTIONS

## Purpose

This form is designed to report, on a day-to-day basis, TANF Summer Youth cash received and disbursed by Local Workforce Investment Areas (LWIAs), and the cash balance of the LWIA, in their entirety, to the NYSDOL.

## General Instructions

- This is a **cash** report, and should reflect only actual cash receipts and disbursements as shown in the LWIA's books of account.
- Cash advances to WIA subcontractors are expenditures, and therefore must be entered into Column 4, **Cash Disbursements**.
- Each LWIA is required to submit this report to NYSDOL for each calendar month of the program year.
- The MSDCT is due to NYSDOL by the 20<sup>th</sup> calendar day following the month reported. LWIAs shall submit one MSDCT for all TANF Summer Youth grants cash.
- Any refunds received by a LWIA applicable to an open grant should be recorded as a negative expenditure. For refunds received which are applicable to closed grants, a check should be made payable to the NYSDOL for the amount of the refund, and the amount of that check recorded in Column 2 as "negative" cash received from NYSDOL.
- In order to maintain the lowest possible cash balance, the refund check to the NYSDOL should be prepared without delay.

## **Line By Line Instructions**

➤ **LWIA Name**

Enter the name of the LWIA Grant Recipient as it appears in the Notice of Obligational Authority.

➤ **LWIA Number**

Enter the assigned LWIA number (numbers 51 through 83).

➤ **For Month Of**

Enter the month for which the report is completed.

➤ **Lines 1 through 31**

These represent the days of the calendar month, including weekends. An entry should be made for each day of which there is activity in Columns 2, 3, and 4.

Any entry should be made for **all** days in Column 5.

## Line By Line Instructions (continued)

### ➤ Column 1 – Day

Enter the days of the week corresponding to the days of the month.

### ➤ Column 2 – Cash Received from NYSDOL

Enter the amount of cash received from the NYSDOL under the TANF Summer Youth cash transfer system for the Federal grant. Entries should be made on the day the funds are received by the LWIA's banking institution; arrangements should be made for the LWIA grant recipient to be notified of the receipt.

In cases where the funds are received after the close of the banking day, the next day should be the date of the entry.

### ➤ Column 3 – Interest or Program Income

Enter the amount of TANF Summer Youth cash received as interest earned on TANF Summer Youth funds or earned as a result of program activities.

Indicate with an "I" if interest income, or a "P" if program income.

### ➤ Column 4 – Cash Expenditures

Enter the amount of cash disbursed for expenditures by the LWIA. (NOTE: Funds advanced from the LWIA Grant Recipient to subcontractors in the LWIA are considered expenditures.) Entries in Column 4 should reflect cash expenditures as they appear on the LWIA's books.

Refunds and payments to the LWIA for various types of aid should be reported as negative entries in the expenditure column. (See General Instructions for refunds applicable as closed grants.)

### ➤ Column 5 – Daily Cash Balance Per LWIA Books

Enter the beginning balance as of the close of business for each day on the last day of the previous month.

Enter the LWIA cash balance as of close of business for each day of the month, including weekends.

### ➤ Total

Enter the sum of all entries in each column, including:

- *Column 2 – Sum of all cash received from the NYSDOL during the month.*
- *Column 3 – Sum of all interest and program income received during the month.*
- *Column 4 – Sum of all cash expended by the LWIA during the month.*
- *Column 5 – Sum of the cash balances for each day of the month, including Saturday and Sunday.*

**NOTE: Do not include the beginning balance, entered above line one in this addition.**

### ➤ Average Daily Cash Balances

Enter the quotient of the total entered in Column 5 divided by number of calendar days in the month. This is a cash balance indicator used by the Federal Government in evaluating a grantee's cash balance.

### ➤ End of Month Cash Balance Per Comptroller or Bank Statement

Enter the cash balance as of close of business on the last calendar day of the month as indicated on a statement from the LWIA's comptroller or its bank.

### ➤ Certification

Enter signature and title of the Grant Recipient official as authorized on the Authorized Signature for LWIA Certification of Financial Statements form (GM 191). Enter the date signed.