

State Accounting Office
Financial Reporting

DATE: July 12, 2005

TOPIC: Fiscal Year 2005 Financial Reporting Information – Deposit and Investment Reporting Forms

APPLICABILITY: The following deposit and investment reporting forms are to be utilized by each State organization to provide SAO with detailed information for State-level financial statement note disclosures.

- **Form_Cash & Deposits.xls,**
- **General Info_Investments.doc and**
- **Form_Investments.xls**

The fourth worksheet in “Form_Cash & Deposits.xls” is a sample inquiry which can be utilized by State organization’s to obtain collateralization information from financial institutions. The State organization will utilize the information returned on this inquiry in preparing “Part A – Deposit Analysis” of the cash & deposit form. **It is recommended that the collateralization inquiries be sent as soon as possible.**

DUE DATE: The completed deposit and investment forms are to be returned to the SAO by **September, 16, 2005**. The forms are being provided at this time primarily to enable State organization’s to begin the collateralization confirmation process.

SUBMISSION REQUIREMENTS: Access the SAO Financial Reporting web site. After downloading each file, rename file using the organization’s entity code number inserted before the form name (for example SAO’s cash and deposit form would be renamed to “407Form_Cash & Deposits.xls”). Complete and submit the Deposit and Investment forms (as applicable) by the posted due date. Submit forms electronically to SAO_Reporting@sao.ga.gov. **Do not submit paper copies of these forms.**