

**County of Riverside
Revolving Funds
As of June 30, 2011
Due August 4, 2011**



SCHEDULE W

(Refer to year-end Closing Manual, Chapter 14)

Agency/Department/ Special District Name:	
Fund ID:	Dept Id:
Contact Name:	Contact Phone Number:

1) Revolving Fund Treasury Number : _____

2) This Revolving Fund :

- (a) Had NO bank account during the fiscal year.
- (b) Had _____ bank accounts during the fiscal year. (Prepare a separate Schedule P for each bank account)

3) Amount of Revolving Fund: _____

4) Location of Money :

- (a) Lockbox

Amount:	_____
Address:	_____
_____	_____

- (b) Bank Institution

Amount:	_____
Bank Name:	_____
Account Number:	_____
Address:	_____

- (c) Other (Please Explain Below)

5) Custodian Name: _____

Department Head Name: _____

Department Head Title: _____

Prepared By:	Phone Number:
Department Approved By:	Date:

County of Riverside
Revolving Funds

Schedule W Procedures

1. Indicate Revolving Fund Treasurer's Number. This is the number that was issued by the Treasurer's Office upon establishment. The Treasurer's number should not exceed 3 digits.

For Example, the Revolving Fund Treasury Number for the ACO is: 6

2. This Revolving Fund:

(a) If the Revolving Fund does not have a checking account outside the County Treasury, select " Had No Bank account during the Fiscal Year". Include Lockbox Log.

(b) If the Revolving Fund has a checking account outside the County Treasury, select " Had a bank account during the Fiscal Year" and indicate the number of Revolving funds outside the Treasury in the space provided. Please prepare and submit a schedule P for each bank account.

3. Amount of Revolving Fund- Enter total approved amount by the Treasurer's Office for the revolving fund.

For Example, the Approved Amount of the ACO's Revolving Fund is: \$400

4. Location of Money - Select the location of where the money resides and provide us with the required information.

(a) Lockbox-List amount and address of where the lockbox resides. If more than one lockbox list them all.

(b) Bank Institution-List bank name, account number and address- If more than one bank list them all.

(c) Other-Different from above.

(d) Total lockbox and bank institution should equal to amount of revolving fund. (Refer to line 3)

5. Custodian Name- the authorized custodian of the fund

For Example, the Custodian Name for the ACO is: Judy Green