



Los Angeles Community College District

Campus Monthly Cash Count Certification

****SUBMIT TO DISTRICT ACCOUNTING NO LATER THAT DAY THREE OF THE MONTHLY ACCOUNTING CLOSE****

LACCD Campus/Dept:	<u>Los Angeles Mission College</u>	Date of Cash Count:	<u>8/4/15</u>
Campus Code:	<u>LAMC</u>	Location of Fund Bldg/Room#:	<u>Business Office</u>
Custodian Name:	<u>Hasmik Uzunyan</u> <i>U.H.</i>	Position Title:	<u>Accounting Tech.</u>
Alternate Name:	<u>S. Van Antwerp/G. Lindley</u>	Position Title:	<u>Accounting Tech.</u>
Office Supervisor:	<u>Zenaida Barredo</u>	Position Title:	<u>Supervising Accounting Technician</u>
Fiscal Officer Name:	<u>Jerry C. Huang</u> <i>JCH</i>		

I. CASH

Coins: \$	0.01 x <u>5477</u> = \$ <u>54.77</u>	Currency: \$	1.00 x <u>4486</u> = \$ <u>4,485.00</u>
	0.05 x <u>3220</u> = \$ <u>161.00</u>		2.00 x <u>0</u> = \$ <u>-</u>
	0.10 x <u>2804</u> = \$ <u>280.40</u>		5.00 x <u>333</u> = \$ <u>1,665.00</u>
	0.25 x <u>3336</u> = \$ <u>834.00</u>		10.00 x <u>88</u> = \$ <u>880.00</u>
	0.50 x <u>0</u> = \$ <u>-</u>		20.00 x <u>80</u> = \$ <u>1,600.00</u>
			50.00 x <u>0</u> = \$ <u>-</u>
			100.00 x <u>4</u> = \$ <u>400.00</u>

(1) TOTAL CASH \$ 10,361.17

II. CHECKS NOT CASHED (use back if necessary)

Check #	Check Date	Amount
	receipts	\$ 133.83
		\$ -
		\$ -
		\$ -

(from back if necessary)

(2) TOTAL CHECK AMOUNT \$ 133.83

(3) TOTAL AMOUNT \$	\$ 10,495.00
(4) Over(shortage) AMOUNT \$	\$ 0.00

I certify that the information provided above in the cash count of petty cash funds and change fund are true and correct.

[Signature] 8.04.2015
Signature - Custodian Date

Signature - Former Custodian Date

[Signature] 8/4/2015
Signature - Alternate Date

Signature - Former Alternate Date

[Signature] 8/4/15
Signature - Office Supervisor Date

[Signature] 8/4/15
Signature - Chief Fiscal Administrator (AVP) Date

General Instructions: The custodian and the alternate (verification) signatures are required for all cash counts. Custodian/Alternate cash counts are required at least weekly, preferably daily. Former custodian/alternate signatures are required only if a change in custodian/alternate is initiated and all individuals are present for the transfer of responsibility and accountability. Otherwise, separate cash counts are required for the new custodian/alternate and the former custodian/alternate.



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****SUBMIT TO DISTRICT ACCOUNTING NO LATER THAT DAY THREE OF THE MONTHLY ACCOUNTING CLOSE****

LACCD Campus/Dept:	<u>Los Angeles Mission College</u>	Date of Cash Count:	<u>9.4.15</u>
Campus Code:	<u>LAMC</u>	Location of Fund:	<u>Business Office</u>
Custodian Name:	<u>Hasmik Uzunyan</u> <i>UH.</i>	Position Title:	<u>Accounting Tech.</u>
Alternate Name:	<u>Grace Lindley</u> <i>[Signature]</i>	Position Title:	<u>Cashier</u>
Office Supervisor:	<u>Zenaida Barredo</u> <i>[Signature]</i>	Position Title:	<u>Supervising Accounting Technician</u>
Fiscal Officer Name:	<u>Jerry C. Huang</u> <i>[Signature]</i>		

I. CASH

Coins: \$	0.01 x <u>7081</u> = \$ <u>70.81</u>	Currency: \$	1.00 x <u>3246</u> = \$ <u>3,246.00</u>
	0.05 x <u>4100</u> = \$ <u>205.00</u>		2.00 x <u>4</u> = \$ <u>8.00</u>
	0.10 x <u>3407</u> = \$ <u>340.70</u>		5.00 x <u>565</u> = \$ <u>2,825.00</u>
	0.25 x <u>4580</u> = \$ <u>1,145.00</u>		10.00 x <u>124</u> = \$ <u>1,240.00</u>
	0.50 x <u>0</u> = \$ <u>-</u>		20.00 x <u>34</u> = \$ <u>680.00</u>
			50.00 x <u>0</u> = \$ <u>-</u>
			100.00 x <u>5</u> = \$ <u>500.00</u>

(1) TOTAL CASH \$ 10,260.51

II. CHECKS NOT CASHED (use back if necessary)

Check #	Check Date	Amount
<u> </u>	<u> </u>	<u> </u>
	outstanding ref.	\$ 31.00
	receipts	\$ 90.66
	revolving fund	\$ 133.83
		\$ -

(from back if necessary)

(2) TOTAL CHECK AMOUNT \$ 255.49

(3) TOTAL AMOUNT \$	\$ 10,516.00
(4) Over(shortage) AMOUNT \$	\$21.00

I certify that the information provided above in the cash count of petty cash funds and change fund are true and correct.

[Signature] 9/8/15
Signature - Custodian Date

[Signature] 9.8.15
Signature - Alternate Date

[Signature] 9/8/15
Signature - Office Supervisor Date

[Signature] 9/8/15
Signature - Chief Fiscal Administrator (AVP) Date

Signature - Former Custodian Date

Signature - Former Alternate Date

General Instructions: The custodian and the alternate (verification) signatures are required for all cash counts. Custodian/Alternate cash counts are required at least weekly, preferably daily. Former custodian/alternate signatures are required only if a change in custodian/alternate is initiated and all individuals are present for the transfer of responsibility and accountability. Otherwise, separate cash counts are required for the new custodian/alternate and the former custodian/alternate.



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****SUBMIT TO DISTRICT ACCOUNTING NO LATER THAT DAY THREE OF THE MONTHLY ACCOUNTING CLOSE****

LACCD Campus/Dept:	<u>Los Angeles Mission College</u>	Date of Cash Count:	<u>9/30/15</u>
Campus Code:	<u>LAMC</u>	Location of Fund Bldg/Room#:	<u>Business Office</u>
Custodian Name:	<u>Grace Lindley</u> <i>GL</i>	Position Title:	<u>Cashier</u>
Alternate Name:	<u>Hasmik Uzunyan</u> <i>H.U.</i>	Position Title:	<u>Accounting Tech.</u>
Office Supervisor:	<u>Zenaida Barredo</u> <i>ZB</i>	Position Title:	<u>Supervising Accounting Technician</u>
Fiscal Officer Name:	<u>Jerry C. Huang</u> <i>JCH</i>		

I. CASH

Coins: \$	0.01 x <u>11979</u> = \$ <u>119.79</u>	Currency: \$	1.00 x <u>3796</u> = \$ <u>3,796.00</u>
	0.05 x <u>2501</u> = \$ <u>125.05</u>		2.00 x <u>0</u> = \$ <u>-</u>
	0.10 x <u>2311</u> = \$ <u>231.10</u>		5.00 x <u>337</u> = \$ <u>1,685.00</u>
	0.25 x <u>2469</u> = \$ <u>617.25</u>		10.00 x <u>170</u> = \$ <u>1,700.00</u>
	0.50 x <u>0</u> = \$ <u>-</u>		20.00 x <u>71</u> = \$ <u>1,420.00</u>
			50.00 x <u>0</u> = \$ <u>-</u>
			100.00 x <u>0</u> = \$ <u>-</u>

(1) TOTAL CASH \$ 9,694.19

II. CHECKS NOT CASHED (use back if necessary)

Check #	Check Date	Amount
_____	_____	outstanding refunds \$ <u>430.00</u>
_____	_____	emerg. Fund \$ <u>150.00</u>
_____	_____	vending \$ <u>109.00</u>
_____	_____	outstanding Receipts \$ <u>120.81</u>

(from back if necessary)

(2) TOTAL CHECK AMOUNT \$ 809.81

(3) TOTAL AMOUNT \$	\$ 10,504.00
(4) Over(shortage) AMOUNT \$	\$ 9.00

I certify that the information provided above in the cash count of petty cash funds and change fund are true and correct.

[Signature] 9.30.15
Signature - Custodian Date

Signature - Former Custodian Date

[Signature] 9/30/15
Signature - Alternate Date

Signature - Former Alternate Date

[Signature] 9/30/15
Signature - Office Supervisor Date

[Signature] 9/30/15
Signature - Chief Fiscal Administrator (AVP) Date

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