

ATTACHMENT A - "P" SHEET

CERTIFICATE NO. 1

(To be signed by person preparing and computing payroll)

I hereby certify that the accompanying payroll consisting of sheets No. to was prepared and computed by me; that the amounts shown thereon are correct and that no part of the several amounts charged on this payroll has been included and paid on any other payroll or voucher.

Signature
Title
Date

CERTIFICATE NO. 2

(To be signed by Cashier)

I hereby certify that on (Date) the amounts shown on this payroll were properly posted on the individual Inmate Account Cards of prisoners named thereon.

Signature
Title
Date

CERTIFICATE NO. 3

(To be signed by the Head of Institution)

I hereby certify that I have personally examined the foregoing certificates and that to the best of my knowledge information and belief, this payroll is correct and that the prisoners named thereon have performed the services for the rates indicated and are entitled to the amounts shown.

Total Amount of this Payroll \$.....
Forwarded to Fiscal Control Division..... (Date)

Signature
Title
Date

**THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION**
Cashier's Daily Statement Of Inmate Cash Fund

Institution _____ as of _____ 19__

| Balance in Bank From Previous Day | | \$ | | | |
|--------------------------------------|---|----------|-----|-----|--------|
| ITEM NO. | Receipts | \$ Daily | | | |
| 1 | Admissions (Receipt Nos. _____) | | | | |
| 2 | Inmate Mail (Receipt Nos. _____) | | | | |
| 3 | Visitors (Receipt Nos. _____) | | | | |
| 4 | From Other Institutions (Sheet Nos. _____) | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | TOTAL RECEIPTS | | | | |
| 9 | GRAND TOTAL RECEIPTS AND BANK BALANCE | | | | |
| Disbursements (Checks Only) | | | | | |
| 10 | Discharged Inmates (Sheet Nos. _____) | | | | |
| 11 | Transfers To Other Institutions (Sheet Nos. _____) | | | | |
| 12 | Commissary (Sheet Nos. _____) | | | | |
| 13 | Telephone Calls (Check No. _____) | | | | |
| 14 | Reimbursement To Inmate Imprest Fund (Check No. _____) | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | Other _____ | | | | |
| 18 | TOTAL DISBURSEMENTS | | | | |
| 19 | CASH AND BANK BALANCE AT CLOSE OF DAY | | | | |
| Analysis Of Inmate Cash Fund Balance | | | | | |
| 20 | Cash And Bank Balance (Item 19) | | | | |
| 21 | Balance in Inmate Imprest Fund (Item 35) | | | | |
| 22 | Less Telephone Calls Payable | | | | |
| 23 | | | | | |
| 24 | Add CNR's | | | | |
| 25 | TOTAL INMATE CASH FUND BALANCE | | | | |
| 26 | Trial Balance (Active and Inactive Accounts). Explain discrepancies on separate sheet | | | | |
| Record Of Checks Issued | | | | | |
| No. | FOR | AMOUNT | No. | FOR | AMOUNT |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Statement Of Inmate Imprest Fund | | | | | |
| 27 | Cash Balance Brought Forward From Previous Day | | | | |
| 28 | Plus Reimbursement (Item 14) | | | | |
| 29 | TOTAL CASH | | | | |
| Disbursements | | | | | |
| 30 | Cash To Discharged Inmates (Sheet Nos. _____) | | | | |
| 31 | Cash For Telegrams | | | | |
| 32 | | | | | |
| 33 | | | | | |
| 34 | TOTAL DISBURSEMENTS | | | | |
| 35 | CASH BALANCE ON HAND AT CLOSE OF DAY | | | | |

Prepared by Cashier's Signature _____ Date _____

Reviewed by Warden's Signature _____ Date _____

