



State of Illinois

COMPTROLLER

Loleta A. Didrickson

ACCOUNTING BULLETIN

To: Fiscal Officers of All State Agencies
Date: June 15, 1995
Subject: Reconciliation Exception Notification Form C-82
Number: 65

Effective July 1, 1995, a new form will be used when reconciling the fund, appropriation, and receipt ledgers. The **Reconciliation Exception Notification Form C-82**, replaces the previous reconciliation forms (C-82, C-83, and C-84). If your agency's monthly reconciliation discloses errors requiring Comptroller action, complete the **Reconciliation Exception Notification Form C-82** by:

- 1) marking an "X" in the ledger box in error,
- 2) inserting the date of the ledger in error,
- 3) marking an "X" in the box with the error description,
- 4) completing the agency name and number,
- 5) signing and dating the form,
- 6) completing a contact person's telephone number,
- 7) attaching any supporting documents necessary for error correction, and
- 8) returning the form and attachments to:

Funds & Appropriations Accounting
Office of the Comptroller
325 West Adams, Second Floor
Springfield, IL 62706

If your agency's monthly reconciliation does not disclose errors requiring Comptroller action, completion of the form is not required. When needed, Form C-82 can be obtained by photocopying the attached form or the form in the CUSAS manual (CUSAS Procedure 9.40.30, 11.40.20, or 25.40.20). If you have any questions, please contact Betty Phillips, Supervisor of Funds & Appropriations, at 217/782-7633.

This bulletin and other information are available electronically from the Comptroller Bulletin Board System at (217) 785-7678.

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