

Instructions for CMIA Worksheet Template

Fill in the CMIA worksheet template as follows. This is the **ONLY** form accepted by OSC. CFDA# 17.225 U.I. Benefits and CFDA # 10.557 WIC Disbursing Account are excluded from the use of this template.

1. Record date federal funds are requested if different from the deposit date.
2. Record the date and amount of each receipt for federal funds for program or payroll purposes for the federal program.
3. Record the date and amount requisitioned into:
Your agency's disbursing account (program funds)
OR
Central Payroll's disbursing account (payroll funds)
4. Record the date deposited and the total refund amount for the program when the sum of refunds received in a business day is greater than \$50,000.00.
5. Record the date of deposit of the federal draw to which the refund was applied.
6. Record the percent of payroll dollars disbursed by direct deposit for the month. Calculate by dividing net payroll disbursed by direct deposit by total net payroll from payroll registers.
7. Indicate whether program funds were disbursed by GMTS, warrant or transferred to LEA or another State agency. If funds were transferred, attach a list of the transfers indicating the date transferred, the amount, and the agency or institution to which the funds were transferred.
8. If payroll is paid on a day other than the actual scheduled pay date, record payroll in the payroll exception section of the worksheet.
9. Record the Federal Interest Liability- State Justification Code. All codes except 23 require an explanation in the comment section.
10. Certify that the worksheet is complete and accurate by signing the worksheet.
11. Retain in agency files, for audit purposes, all documentation that supports information certified on the CMIA worksheet.
12. Forward the completed form to the State Cash Management Officer, Office of State Controller **no later than the 28th of the following month.**