**UMBC WORKING FUND**

**RESEARCH SUBJECT INCENTIVE PAYMENT ADVANCE**

**RECONCILIATION OF FUNDS**

**CHECKING ACCOUNT AND CASH HOLDERS**

**ADVANCE DISBURSEMENT DATE: \_\_\_\_\_\_\_\_\_\_\_\_ IRB PROTOCOL # \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PEOPLESOFT PROJECT # \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUBMITTED FOR (DATE) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. ADVANCE AMOUNT: \_\_\_\_\_\_\_\_\_\_\_\_

(B) TOTAL RECEIPTS SUBMITTED W/ THIS RECONCILIATION \_\_\_\_\_\_\_\_\_\_\_\_

(C) TOTAL ALL RECEIPTS PREVIOUSLY SUBMITTED \_\_\_\_\_\_\_\_\_\_\_\_

(D) TOTAL RECEIPTS SUBMITTED TO DATE (B)+(C) \_\_\_\_\_\_\_\_\_\_\_\_

(E) PERIOD ENDING ADVANCE BALANCE: (A) – (D) \_\_\_\_\_\_\_\_\_\_\_\_

(F) BANK BALANCE\* AND/OR CASH ON HAND: \_\_\_\_\_\_\_\_\_\_\_\_

(G) VARIANCE (E)-(F)\*\* (SHOULD BE ZERO) \_\_\_\_\_\_\_\_\_\_\_\_

\*\*EXPLANATION: (Monthly fees, Check Fees, etc.)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I certify that I have reviewed each of the receipts attached and find them to be correct, and the funds properly distributed by an authorized individual and that none of them have previously been submitted for reimbursement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUSINESS MANAGER (OPTIONAL) DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINCIPAL INVESTIGATOR/ADVANCE HOLDER DATE

\* Bank statement attached unless the advance was to be held as cash. See paragraph 5 of the Advance Agreement. Should equal Advance balance (E).

\*\* All variances should be listed in detail. Please attached additional documentation if needed.

1. Should be equal to the advance amount as referenced on the Advance agreement.
2. Should be equal to all receipts being submitted with this reconciliation.
3. Should be equal to all receipts previously reported on line (B) in past reconciliations.

(F) Should be equal to all balances, bank and cash on hand and cash distributed to third parties for which receipts or cash has not been returned.

(G) Variances are often caused by bank service fees. Submit fees through business services and reimburse the advance to clear these variances. See Advance Agreement paragraph 4 (d).