

5.19.1 Bank Confirmation Form

In order for your agency to properly prepare Exhibit M, you need to confirm June 30 checking, savings, and certificate of deposit account balances. The Bank Confirmation Form requests information about amounts insured and collateralized under a given Public Deposit Protection Act (PDPA) number. The confirmation in the form of an Excel spreadsheet is now included in the Exhibit Listing that is sent out by Reporting & Analysis. If an agency has more than one PDPA number at the same bank, please use one confirmation form, with the account numbers and PDPA numbers filled out by your agency. For your reference, a listing of the PDPA numbers for each agency can be found at:

<http://www.dora.state.co.us/banking/pdpainformation/pdpaapplications/pdpa01.pdf>

The information received from the financial institutions on this form should be summarized on the Exhibit M. Reporting & Analysis uses the risk classification information for note disclosure in accordance with GASB statements No. 3 and No. 40 in the statewide financial statements.

The information provided on the confirmation by the banking institution must be reviewed carefully. Incomplete or inaccurate information should be clarified with the bank. If FDIC insurance is applicable on the account, it should be reported as the lesser of the June 30 balance or the applicable FDIC limit. Questions regarding FDIC insurance should be directed to the Division of Banking at 303-894-7573.

It is also important to determine that the PDPA number assigned to your department is the PDPA number attached to the account on the banking institution's records. Banking institutions report monthly to the Division of Banking regarding FDIC insurance and collateralization requirements for public funds identified with a PDPA number. If the bank does not confirm the PDPA number, contact the bank.

DATE: _____

TO: _____

FROM: _____

SUBJECT: Verification of Deposits Insurance and/or Collateralization

In order for our agency to properly report its cash deposits in fiscal year-end financial statements, we need the information requested below. It would be appreciated if you could provide the information by July 10, 2009.

The following is a listing of accounts for our agency under the given Public Deposit Protection Act Number that are on deposit in your financial institution along with space to report the balance, insurance, and collateral, as defined in Column C below. Also, please confirm that the agency PDPA # listed below is the number actually attached to these accounts.

A	B	C	D
Account Number	6/30/09 Balance	Total Amount that is: 1) Insured, or 2) Collateralized With Securities Held By: a) the State, or b) Your Trust Department or Agent in the State's Name	State Agency PDPA Number

In addition, I (we) certify that our financial institution is an Eligible Public Depository as required in Title 11 of the Colorado Revised Statutes.

Name of financial institution: _____

Person submitting the information: _____

Telephone number of preparer: _____