

**MONTHLY FINANCIAL REPORT  
TRUST AND BOND FUNDS**

JD-ES-16 Rev. 3-17

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
[www.jud.ct.gov](http://www.jud.ct.gov)



**Instructions**

1. Signed original must be mailed to the address below not later than the 15th of each month.
2. Retain copy for your files.

**TO: Court Operations, Project Management and Administration, 90 Washington Street, Hartford, CT 06106**

Report for month ending

From (Name of Judicial District, G.A. or Housing Session)	Address of court
Prepared By (Print or type name)	Signed (Clerk of Court)
	Date Signed

<b>A. JOURNAL RECONCILIATION</b>	
1. Journal balance beginning of month	\$
<b>ADDITIONS</b>	
2. Cash received during month (+) (include currency, checks and money orders)	\$
3. Transfers in from STIF (+)	\$
4. Other (e.g. Redeposits, stop payments) (+)	\$
<b>5. Total (Add 1, 2, 3 and 4)</b>	\$
<b>DEDUCTIONS</b>	
6. Checks issued for month (-)	\$
7. Transfers out to STIF (-)	\$
8. Other (e.g. Bad Checks) (-)	\$
<b>9. Total (Add 6, 7 and 8)</b>	\$
<b>10. Reconciled journal balance end of month (Subtract 9 from 5) (Must equal line B10)</b>	\$
<b>B. BANK RECONCILIATION</b>	
1. Balance end of month per bank statement	\$
<b>ADDITIONS</b>	
2. Deposits in transit (+)	\$
3. STIF Transfers in transit (+)	\$
4. Other (e.g. Shortages, bank charges) (+)	\$
<b>5. Total (Add 1, 2, 3 and 4)</b>	\$
<b>DEDUCTIONS</b>	
6. Checks outstanding (-)	\$
7. STIF Transfers in transit (-)	\$
8. Other (e.g. Overages, bank credits) (-)	\$
<b>9. Total (Add 6, 7 and 8)</b>	\$
<b>10. Reconciled bank balance end of month (Subtract 9 from 5) (Must equal line A10)</b>	\$
<b>C. SUBSIDIARY LISTING RECONCILIATION</b>	
1. Amount on deposit in STIF Account	\$
<b>2. Total subsidiary listing balance (Add B10 and C1)</b>	\$