

**TRANSACTION RECORD OF EACH
ADVANCE OR RETURN OF CONFIDENTIAL FUNDS**

Advance

Transaction Number _____

Agent's Name _____

ID Number _____

Unit _____

Amount of advance \$ _____

Case or reference # _____

Intended Purpose:

Investigative Advance

Use as a flash roll *

Advance approved by _____
Signature of chief law enforcement official or designee

_____ Date

Advance received by _____
Agent's Signature

_____ Date

Check # _____ Date _____

*Flash rolls shall be returned within 72 hours unless extended for an additional 48-hour period.

Return

Transaction Number _____

Agent's Name _____

ID Number _____

Unit _____

Amount returned \$ _____

Case or reference # _____

Advance returned by _____
Agent's Signature

_____ Date

Advance returned to _____
Signature of chief law enforcement official or designee

_____ Date

Receipt # _____ Date _____

Original: filed with Fund Custodian

Copy: retained by Agent

ACCOUNTABILITY OF CONFIDENTIAL FUNDS

Case # _____

FUNDS EXPENDED:

Transaction # _____

EVIDENCE:

Type and quantity _____

Date _____

Amount spent \$ _____

UNDERCOVER MOTOR VEHICLE:

Gasoline and Oil

Date _____

Amount spent \$ _____

Station/store _____

Date _____

Amount spent \$ _____

Station/store _____

Date _____

Amount spent \$ _____

Station/store _____

INFORMANT EXPENSES:

Code name _____

CI # _____

Date _____

Receipt: Yes [] No []

Amount \$ _____

MISCELLANEOUS:

Explanation _____ Date: _____ Amount \$ _____

Explanation _____ Date: _____ Amount \$ _____

I certify that the above expenditures are true and correct.

Agent's signature

Date

Original: Filed with Fund Custodian
Copy: Retained by Agent

CONFIDENTIAL FUND MONTHLY RECONCILIATION REPORT

A. RECONCILIATION

Bank balance per statement \$ _____

Date of statement _____

Add: Deposits in transit (from section B)
 [Deposits recorded on Activity Log (A-1),
 but not appearing on the bank statement.] \$ _____

Subtract: Outstanding checks (from section C)
 [Checks written and recorded on Activity
 Log (A-1) but not appearing on the bank statement.] \$ _____

Balance per Activity Log \$ _____

Date _____

B. DEPOSITS IN TRANSIT

Date	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

C. OUTSTANDING CHECKS

Check #	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

D. CONFIDENTIAL FUNDS WITH AGENTS

Name	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

* Parts A, B, and C are completed only if confidential funds are maintained in a separate bank account.

E. SUBMISSION AND APPROVAL

_____ Prepared by _____ Approved by _____

REPORT OF CONFIDENTIAL FUNDS REQUESTED OR RETURNED

To: _____
City recorder/County Trustee

[] I am requesting funds in the amount of \$_____ for use in the drug enforcement program.

[] I am returning funds of \$_____ that have accumulated in the drug control (confidential funds) account.

LAW ENFORCEMENT AGENCY'S CERTIFICATION

Submitted by _____
Chief law enforcement official

Title _____

Date _____

CITY RECORDER/COUNTY TRUSTEE CERTIFICATION OF RECEIPT OR PAYMENT

Amount Received \$_____ Receipt # _____

Amount Paid \$_____ Warrant or Check # _____

By _____

Title _____

Date _____

QUARTERLY REPORT OF CONFIDENTIAL FUNDS

For the quarter ending _____, 20__

TO: _____

City Recorder/County Trustee

The following represents a true and accurate accounting of confidential funds held by the office of _____ for the quarter listed above.

Police chief/Sheriff or designee

Balance of confidential funds, first of quarter \$ _____

Add: Funds received from City Recorder/County Trustee \$ _____

Less: Expenditures from confidential funds \$(_____)

Less: Funds returned to City Recorder/County Trustee \$(_____)

Balance of confidential funds, end of quarter \$ _____

Submitted by _____

Chief law enforcement official

Title _____

Date _____

This report must be filed with the City Recorder/County Trustee within 30 days of the end of the months of September, December, March and June each year.

Original: Filed with City Recorder/County Trustee

Copy: Retained by the law enforcement agency