

**Department of the Treasury  
General Treasury Disbursement Services  
Monthly Analysis Sample Format  
For the Month of \_\_\_\_\_**

|     |  |               |              |
|-----|--|---------------|--------------|
| 1.  | Average Daily Collected Balance  |               | \$ _____     |
| 2.  | Less Non-Earning Federal Reserve Requirement                           |               | \$ _____     |
| 3.  | Average Available Balance (1 – 2)                                      |               | \$ _____     |
| 4.  | Earned Credit for This Month<br>Line 3 x Earning Rate of ____% / 12*   |               | \$ _____     |
| 5.  | Positive Earnings Credit Carry Forward From Prior Month (If Any)       |               | \$ _____     |
| 6.  | Total Earnings Credits Available (4 + 5)                               |               | \$ _____     |
| 7.  | Account Maintenance  | _____ @ _____ | \$ _____     |
| 8.  | # of Checks Issued   | _____ @ _____ | \$ _____     |
| 9.  | # of ACH Payments Issued   | _____ @ _____ | \$ _____     |
| 10. | # of Wires Out   | _____ @ _____ | \$ _____     |
| 11. | Other  |               | \$ _____     |
| 12. | Other  |               | \$ _____     |
| 13. | Other  |               | \$ _____     |
| 14. | Total Bank Charges (Lines 7 – 13)                                      |               | \$ _____     |
| 15. | Total Due Bank (If line 6 minus line 14 is negative)                   |               | \$ ( _____ ) |
| 16. | Carry Forward Earnings Due State (If line 6 minus line 14 is positive) |               | \$ _____     |

\* 12 months; or divided by the number of days in the year, times the number of days in the reporting month.

**NOTE:** The cost items noted above are not necessarily all inclusive. This is an example of the preferred monthly analysis format.