

**THE OFFICE OF THE PUBLIC GUARDIAN (OPG)
COLLECTION AND DISBURSEMENT SERVICES RFP
Sample Monthly Analysis Format
For the Month of _____**

1.	Average Ledger Balance	\$ _____
2.	Average Collected Balance	\$ _____
3.	Less Non-Earning Federal Reserve Requirement	\$ _____
4.	Average Available Balance	\$ _____
5.	Earned Credit for This Month Line 4 x Earning Rate of ____% / 12* (Rate: No less than 13-week T-Bill Yield)	\$ _____
6.	Total Earnings Credits Available (4 + 5)	\$ _____
7.	Account Maintenance _____ @ _____	\$ _____
8.	# of ACH Credits _____ @ _____	\$ _____
9.	# of Deposits (Checks & Cash) _____ @ _____	\$ _____
10.	# of Checks Deposits (OTC) _____ @ _____	\$ _____
11.	# of Checks Deposited (RDC) _____ @ _____	\$ _____
12.	# Internal Book Transfers (In) _____ @ _____	\$ _____
13.	Other	\$ _____
14.	Total Bank Charges (Lines 7 + 13)	\$ _____
15.	Total Due Bank (If line 6 minus line 14 is negative)	\$ (_____)
16.	Premium Rate (applied to unused balances)	_____ %

* 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.