

**Department of Labor and Workforce Development**  
**Monthly Analysis Sample Format**  
**For the Month of \_\_\_\_\_**  
**\*For Illustrative Purposes ONLY**

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) *12 months; or divided by the # of days in the year, times the # of days in the reporting month		\$ _____	
6.	Positive Earnings Credit Carry Forward From Prior Month (If Any)		\$ _____	
7.	Total Earnings Credits Available (5 + 6)			\$ _____
8.	Account Maintenance	_____ @ _____	\$ _____	
9.	# of Book Transfers (Internal Book to Book)	_____ @ _____	\$ _____	
10.	# of Wires In	_____ @ _____	\$ _____	
11.	# of Checks Deposited (Via Teller Window)	_____ @ _____	\$ _____	
12.	# of Checks Deposited (Via Desktop Deposit)	_____ @ _____	\$ _____	
13.	# of Items Imaged	_____ @ _____	\$ _____	
14.	# of Images Retrieved (Retrieved Online)	_____ @ _____	\$ _____	
15.	# of Checks Issued	_____ @ _____	\$ _____	
16.	# of ACH Payments (Direct Deposits Issued)	_____ @ _____	\$ _____	
17.	# of ACH Payments (Debit Cards Issued)	_____ @ _____	\$ _____	
18.	# of Wires Out	_____ @ _____	\$ _____	
19.	Other		\$ _____	
20.	Total Bank Charges (Lines 8 – 19)			\$ _____
21.	Total Due Bank (If line 7 minus line 20 is negative)			\$ ( _____ )
22.	Carry Forward Earnings Due State (If line 7 minus line 20 is positive)			\$ _____

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