

**P1-19-4-2004**

**REPORTING AND RECOVERY OF LOSSES OR SHORTAGES  
JOURNAL ENTRIES**

When only Insurance Department proceeds are received, the following entries would be made:

The receiving agency would.

Debit Cash  
Credit 6092000000 – Insurance Settlement/Restitution

The Insurance Department would.

Debit 5110004000 – Claims & Awards  
Credit Cash

When only restitution proceeds are received, the following entries would be made:

The receiving agency would.

Debit Cash  
Credit 6092000000 – Insurance Settlement/Restitution

When Insurance Department and restitution proceeds are received, the following entries would be made:

1. Proceeds received from the Insurance Department.

The receiving agency would:

Debit Cash  
Credit 6092000000 – Insurance Settlement/Restitution

The Insurance Department would:

Debit 5110004000 – Claims & Awards  
Credit Cash

2. Proceeds received by restitution.

The receiving agency would:

Debit Cash  
Credit 6060003000 – Inter-Agency Transfer In

Debit 6061003000 – Inter-Agency Transfer Out

Credit Cash  
(Payment back to the Insurance Department)

The Insurance Department would:

Debit Cash  
Credit 6060003000 – Inter-Agency Transfer In

Debit 6061003000 – Inter-Agency Transfer Out

Credit Previously Charged Expense Account