

Reconciliation of Alaska Housing Finance Corporation (AHFC) Escrow Custodial Account

Report for the Month Ending: _____

☐ ALCS T&I

☐ Multi-Family T&I

☐ Multi-Family Special Purpose

1. Bank Account No.: _____
2. Bank Account Title (if different than attached bank statement): _____
3. Statement Balance (copy attached): \$ _____

4.	Deposit in Transit				
	Date Funds Received	Date of Deposit	Amount		
5.	Total:				+
6.	Outstanding Checks				
	Date	Explanation	Check No.	Amount	
7.	Total:				-
8.	Other (explain):				
9.	Total *				\$
10.	Escrow Account Balance:				
11.	Unapplied/Suspense Funds				
12.	Advances for Negative Reserves				
13.	Loss Drafts (total from page 2)				
14.	Other (explain):				
15.	Total * <i>* These items must agree.</i>				\$

Institution Name

Date

Prepared By (type or print)

Phone Number

Signature

Title

Reconciliation of AHFC Escrow Custodial Account Insurance Loss Drafts

Report for the Month Ending: _____

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Loss Drafts 6 Months or Less Old				Amount
AHFC No.	Amount			
Subtotal – Loss Drafts Six Months or Less Old				1
Loss Drafts Older Than 6 Months				
AHFC #	Age of Draft (# of Months)	Reason Not Disbursed	Amount	
Subtotal – Loss Drafts Older Than 6 Months				
Total Insurance Loss Drafts (Lines 1 + 2)				

Institution Name

Date

Prepared By (type or print)

Phone Number

Signature

Title

Instructions for Monthly Reconciliation of AHFC Escrow Custodial Account (Form SER-13)

Purpose: This report provides information necessary to aid AHFC in monitoring escrow balances.

Prepared by: Seller/Service

Distribution: Remit this report with Forms SER-11, SER-12 and SER-14. This report is due quarterly for the periods ending March 31, June 30, September 30 and December 31. Reports are due by the 20th of the following month (e.g., if remitting reconciliation reports for the June 30 cutoff, reports are due by July 20).

List the month being reconciled at the top of the form. Indicate the type of account by checking the appropriate box at the top of the form.

1. List the bank account number of the escrow custodial account.
2. List the title of the bank account if it is different from the title on the bank statement.
3. List the balance of the account as of the last day of the month. This balance must be on the attached bank statement. The bank statement must be attached for the months of March, June, September and December.
4. List deposits in transit (written prior to the last day of the month, but not processed through the bank account) including the date the funds were received by the Service, the date the deposit was processed through the custodial account and the amount of the deposit.
5. List the total of the deposits in transit amount column.
6. List outstanding checks (written prior to the last day of the month, but not processed through the bank account) including the date disbursed, an explanation of the disbursement, the check number and the amount.
7. List the total of the outstanding checks amount column.
8. List and explain any adjustments being made to the bank statement balance (other than outstanding checks and deposits in transit).
9. List the total of the bank statement balance plus the deposits in transit, minus the outstanding checks and plus or minus any items listed on line(s) 8.
10. List escrow account balance.
11. List any suspense, unapplied funds or restricted escrows held in the custodial account.
12. List any advances for negative escrow balances.
13. List the total insurance loss drafts being held in the custodial account. The detail of the loss drafts is listed on page 2 of the reconciliation.
14. List and explain any other adjustments to the escrow account balance.
15. List the total of lines 10-14. ***This must be the same as on line 9.***