

Instructions for preparing DA Form 7224-1 (Advanced Deposit Trust Account (ADTA) Worksheet)

- 1. ADTA service.** Self-explanatory.
- 2. Fiscal quarter reporting.** Complete using fiscal quarters being reported on.
- 3. Date.** Enter the date of each transaction in this column. The first entry on this worksheet is to be dated the first day of the quarter, and show the balance carried forward from the previous quarter.
- 4. Deposit.** Enter the amount of each deposit in this column.
- 5. Withdrawal.** Enter the amount of each withdrawal for USPS services in this column.
- 6. Balance.** Calculate the remaining balance by adding the deposits then subtracting the withdrawals and enter the result in this column.
- 7. Totals.** The balance remaining from the current quarter is to be carried forward to the next quarter's worksheet.