

2.3 - Bank Reconciliation - Policy

Section: Finance
Subject: Bank Reconciliation
Policy: 2.3
Approved: February 2001
Reviewed: May 21, 2013
Revised: November 1, 2015

Reconciled bank balances will be provided to the Board at each regular Board meeting.

2.3 - Bank Reconciliation - Procedure

Section: Finance
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Procedure: 2.3
Approved: February 2001
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The bank reconciliation will be completed monthly.

The reconciliation will be done by the end of the third week of the following month. If the statement has not arrived from the financial institution by the 10th of the following month, the Accounting Clerk is to call for a copy of the statement.

Upon completion of the reconciliation by the Accounting Clerk, the VP Finance will approve the reconciliation by signing and dating it.

Reconciliations will be filed where they are easily accessible for audit purposes.