### General Accounting

### Reconciliation of the Bank Accounts (5.08.17)

**PURPOSE**

The purpose of this policy is to establish guidelines for reconciling the operating bank account.

**POLICY**

The reconciliation of the bank accounts will be prepared and completed within 60 days of the close of the month. The results will be reviewed and approved by the Assistant Director of General Accounting and Accounts Payable or the Associate Vice President for Business and Finance. Material errors or irregularities discovered in reconciling the bank account will be reported to the Assistant Director immediately and resolved in an appropriate manner.

**REFERENCES:**

None