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|------------------------------|----------------------------------------------|-----------------------------|
| Document ID<br>CSH107        | Title<br>BANK ACCOUNT RECONCILIATION         | Print Date<br>mm/dd/yyyy    |
| Revision<br>0.0              | Prepared By<br>Preparer's Name / Title       | Date Prepared<br>mm/dd/yyyy |
| Effective Date<br>mm/dd/yyyy | Reviewed By<br>Reviewer's Name / Title       | Date Reviewed<br>mm/dd/yyyy |
|                              | Approved By<br>Final Approver's Name / Title | Date Approved<br>mm/dd/yyyy |

**Policy:** To ensure the accuracy of the company's bank account records by proving the monthly balance shown in the bank's Account Register.

**Purpose:** To outline the practices for preparation of a Monthly Bank Reconciliation

**Scope:** This applies to all bank accounts maintained by the company.

**Responsibilities:**

The Chief Financial Officer (CFO) is responsible for review and approval of all reconciliations.

The Controller is responsible for reconciling all checking accounts.

**Background:** Errors or omissions can be made to the company's bank account records due to the many cash transactions that occur. Therefore, it is necessary to prove the monthly balance shown in the bank account register. Cash on deposit with a bank is not available for count and is therefore proved through the preparation of a reconciliation of the company's record of cash in the bank and the bank's record of the company's cash that is on deposit.

**Definitions:** Batch – All of the day's credit card transactions are collected into a "batch" of transactions. The batch is closed, usually at the end of the day, and the result is submitted to the merchant processor as a single "batch".

Settlement – The processor clears the credit card transactions in the batch and the result is "settled" to the designated bank account. Settlement varies by Credit Card Company but usually occurs in 2-3 days after a batch is closed.

# Office Policy And Procedure Manual Examples



**IFPO**

## **Office Policy And Procedure Manual Examples:**

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**Medical Assistant Exam Prep** Kaplan Nursing, 2017-11-07 Kaplan's Medical Assistant Exam Prep provides the in depth content comprehensive review and targeted practice you need to pass the Certified Medical Assistant and Registered Medical Assistant exams Whether you're a first time test taker or you're studying for recertification Kaplan's up to date content and proven test taking strategies will help you face the exam with confidence Comprehensive Review Review of all tested subjects for the CMA and RMA exams including a new nutrition chapter and a section on emerging public health issues that affect MAs on the job Diagnostic test to help you target areas for score improvement and make the most of your study time Full length practice test with 300 questions End of chapter quizzes with detailed answer explanations Case study based practice questions to develop your critical thinking skills Current guidelines for Electronic Health Records Expert Guidance Expert advice on building and maintaining professional credentials Updated career resources and a guide to the certification process We invented test prep Kaplan www.kaptest.com has been helping students for almost 80 years Our proven strategies have helped legions of students achieve their dreams The previous edition of this book was titled Medical Assistant Exam Strategies Practice Review with Practice Test Food Service Manual for Health Care Institutions Ruby Parker Puckett, American Society for Healthcare Food Service Administrators, 2004-11-08 Food Service Manual for Health Care Institutions offers a comprehensive review of the management and operation of health care food service departments This third edition of the book which has become the standard in the field of institutional and health care food service includes the most current data on the successful management of daily operations and includes information on a wide variety of topics such as leadership quality control human resource management communications and financial control and management This new edition also contains information on the practical operation of the food service department that has been greatly expanded and updated to help institutions better meet the needs of the customer and comply with the regulatory agencies standards *Medical Assistant Exam Strategies, Practice & Review with Practice Test* Kaplan, 2015-12-08 Everything you need to pass the CMA and RMA exams Medical Assistant Exam Strategies Practice Review with Practice Test provides targeted review and practice for the Certified Medical Assistant and Registered Medical Assistant exams as well as a guide to

the certification process FEATURES Diagnostic test to target areas for score improvement Review of all tested subjects for the CMA and RMA exams End of chapter quizzes Full length practice test with 300 questions Detailed answer explanations Up to date information on exam content structure and registration Analysis comparing contrasting ICD 9 and ICD 10 Current guidelines for Electronic Health Records Career development resources for medical assistants Guidance on building and maintaining professional credentials

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**Practice Management for Dental Hygienists** Esther K. Andrews,2007 This textbook prepares dental hygiene students and dental hygienists to handle the business and operational aspects of the dental office The book teaches students how a dental office functions from an operational standpoint and how dental hygienists as licensed professionals fit into that operation Major sections cover basics of dentistry and dental law office management applied communications and employability skills To accommodate a two credit course the text is concise and focuses on exercise based learning Each chapter includes workbook exercises study questions critical thinking activities case studies and RDH board practice questions as well as selected references Websites and student activities

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