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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

Michael Hoelscher



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