

Bank Reconciliations

- All bank reconciliations are required monthly, on the 10th of the following month. If the 10th falls on a weekend, it is due the following business day. July & August bank reconciliations are due in September. For additional year-end bank reconciliation procedures, please see the Clerical Manual > Accounting > Year End Accounting Procedures.
- School and Program bank reconciliations are prepared by the Program or School Secretary and approved by the District or School Principal. Completed bank reconciliations are submitted to the Finance Department for final review and approval.
- Month-end bank statements balances are required to match the bank balance in the appropriate general ledger account. If the two do not match, the differences in timing, outstanding items, etc. must be identified to reconcile the two balances.
 - In the event there is any difficulty in balancing the bank statement balance and the school trust account balance, the Program Secretary, School Secretary or Principal is to contact the District Accounting Coordinator for assistance immediately.
- Program and School bank reconciliation reports and supporting documentation are maintained on site with copies on file at the Board Office. Approved bank reconciliations are filed in Laserfiche.

2021-2022 Bank Reconciliation Schedule

Month	Due Date
July 2021	Sept 10 th
Aug 2021	Sept 10 th
Sept 2021	Oct 12 th
Oct 2021	Nov 10 th
Nov 2021	Dec 10 th
Dec 2021	Jan 10 th
Jan 2022	Feb 10 th
Feb 2022	Mar 10 th
Mar 2022	Apr 11 th
Apr 2022	May 10 th
May 2022	June 10 th
June 2022	July 11 th