

## Bank Reconciliations

- All bank reconciliations are required monthly, on the 10<sup>th</sup> of the following month. If the 10<sup>th</sup> 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.

## 2022-2023 Bank Reconciliation Schedule

Month	Due Date
July 2022	Sept 10 <sup>th</sup>
Aug 2022	Sept 10 <sup>th</sup>
Sept 2022	Oct 12 <sup>th</sup>
Oct 2022	Nov 10 <sup>th</sup>
Nov 2022	Dec 10 <sup>th</sup>
Dec 2022	Jan 10 <sup>th</sup>
Jan 2023	Feb 10 <sup>th</sup>
Feb 2023	Mar 10 <sup>th</sup>
Mar 2023	Apr 11 <sup>th</sup>
Apr 2023	May 10 <sup>th</sup>
May 2023	June 10 <sup>th</sup>
June 2023	July 11 <sup>th</sup>