

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.

2019-2020 Bank Reconciliation Schedule

Month	Due Date
May 2020	June 10 th
June 2020	July 2 nd

**earlier deadline due to summer schedules*

2020-2021 Bank Reconciliation Schedule

Month	Due Date
July 2020	Sept 10 th
Aug 2020	Sept 10 th
Sept 2020	Oct 13 th
Oct 2020	Nov 10 th
Nov 2020	Dec 10 th
Dec 2020	Jan 11 th
Jan 2021	Feb 10 th
Feb 2021	Mar 10 th
Mar 2021	Apr 12 th
Apr 2021	May 10 th
May 2021	June 10 th
June 2021	July 12 th