

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	302
		Original Date	08/15/1983
	Department: Business Office	Revised Date	01/09/2014
	Resident Checking/Bank Statement Reconciliation		

POLICY:

The resident checking account/bank statement/computer general ledger shall be reconciled by the 20th of each month, by the Office Supervisor.

PROCEDURE:

1. All checks shall be computer generated.
2. Compare bank statement deposits against the resident account deposit reports, (Deposits and Deposit Reports are prepared in accordance with Policy 309, "Receipt and Deposit of Resident Account Checks").
3. Place checks in numerical order.
4. Complete reconciliation instructions on computer.
5. Run Bank Reconciliation Report summary on computer:
 - A. Add any current month deposits in transit.
 - B. Add any debits.
 - C. Subtract any credits and total (this will be bank balance per the register).
 - D. The statement reconciliation amount and the computer general ledger amount must balance.
6. File one report in the Resident Accounts/Bank Reconciliation folder with copies of bank statements and reconciled register printout.
7. The Business Manager will review and initial the report each month.