

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>303</b>
		<b>Original Date</b>	<b>08/15/1983</b>
		<b>Revised Date</b>	<b>01/09/2014</b>
	<b>Department: Business Office</b>		<b>Contingent Revolving Account/Bank Statement</b>

**POLICY:**

The Contingent Revolving Account shall be reconciled to the bank statement by the 20th of each month.

**PROCEDURE:**

1. All checks shall be computer generated.
2. Reconcile the computer account records with the bank statement by the 20<sup>th</sup> of the following month.
3. Place checks, deposit slips, statement and reconciliation form in contingent revolving account/bank statement reconciliation folder.
4. The Business Manager will review, sign, and date the reconciliation form.