

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	306
		Original Date	08/15/1983
	Department: Business Office	Revised Date	04/14/2011
	Resident Trust Fund Month End Balance Report		

POLICY:

Keane will be closed and balanced by the last working day of the month

PROCEDURE:

1. All resident accounts documents will be entered by month end.
2. The Resident Trust Funds Balance report will be completed (Attachment #1).
 - A. Checking Transactions
 1. Opening balance is the closing balance from the previous month.
 2. Note the last deposit report number and the total of the deposit reports for the month from the register in the deposit reports file.
 3. Note the last check number and the total checks for the month, from the checks disbursement log.
 4. Calculate the balance.
 5. This amount must equal the ending checking balance of the computer general ledger.
 - B. Cash Transactions
 1. Opening balance is the closing balance from the previous month.
 2. Note the last cash deposit receipt number and the total of all of receipts from batch totals.
 3. Note the last withdrawal slip number and total all of the withdrawal slips for the month, from the batch totals.

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4. Calculate the balance.
 5. This amount must equal the ending cash balance of the computer general ledger.
 6. If the actual cash box balance does not equal the computer balance, a computer adjustment must be made.
4. Computer Adjustments – Keane System - Checking Transactions
 - A. Run Keane Financial Reports
 - B. Cash Drawer
 - C. Fund Balance
 - D. Fund Statements – use deposits and withdrawal balances for report.
 - E. Keane Balances will balance with Quicken and Cash Drawer Balances.
 5. The Resident Trust Funds Balance Report will be filed with a copy of the month end computer general ledger and a copy of the month end cash box verification count.
 6. The Director of Support Services will review and sign the report.