

Section/Number: Financial Administration – 005	Approval Date: (DD/MM/YY)
Subject: Bank Reconciliations	Amendment Dates:
<p>Policy</p> <p>Monthly reconciliations will be completed on all bank accounts on or before the fifteenth day of the following month.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The Finance Officer is responsible to ensure that the General Municipal Fund and all other bank accounts are reconciled on a monthly basis. <ol style="list-style-type: none"> 1.1. The Finance Officer will prepare and sign the bank reconciliation form once completed. 2. The Payroll Officer is responsible to ensure that the Payroll Bank Account is reconciled on a monthly basis. <ol style="list-style-type: none"> 2.1. The Payroll Officer will prepare and sign the payroll reconciliation form once completed. 3. If the Finance Officer and/or Payroll Officer are not able to complete the reconciliations, they must seek the assistance of the Senior Administrative Officer (SAO) in order to ensure that all accounts are reconciled in a timely manner. 4. The SAO or designate is responsible to review all bank reconciliations on a monthly basis and verify that the bank accounts have been reconciled. 5. Upon verifying that the bank accounts have been reconciled, the SAO or designate will sign each bank reconciliation form attesting to the fact that the bank accounts have been reconciled. 	
<p>Attachments</p> <p>Bank Reconciliation Form</p>	
<p>References</p> <p>N/A</p>	