



Bank Statement Reconciliation for Depository, Accounts Payable, and Payroll Procedure (A&I-P009)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process used to reconcile the accounts payable, payroll and depository bank account statements at the Washoe County School District; and describes the process for reviewing stale-dated checks for all Washoe County School District checking accounts.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

(Approval signature on file)

- 3.1 Controller

Signature _____

Date _____

4.0 DEFINITIONS:

- 4.1 AP – Accounts payable ZBA
- 4.2 BusinessPlus – Financial software program
- 4.3 Depository – Account where all monies are located
- 4.4 G/L – General ledger
- 4.5 PR – Payroll ZBA
- 4.6 Stale dated checks – Uncashed checks more than 180 days old
- 4.7 TPA – Third party administrator
- 4.8 ZBA – Zero balance account

5.0 PROCEDURE:

All Washoe County School District bank accounts

- 5.1 Bank account statements are reconciled monthly by a Business Office Accountant (accounts payable and payroll statements), the Grant Fiscal Administrator (depository account), or the TPA accountants (CDS, Hometown Health, and CCMSI).
- 5.2 Stale dated checks are reviewed quarterly.
 - 5.2.1 A reasonable attempt is made to contact the vendor and/or employee.
 - 5.2.2 Unclaimed stale dated checks are written off to miscellaneous income.
- 5.3 TPA bank reconciliations are reviewed by Business Office Accountant and Controller.



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Accounts Payable and Payroll Reconciliation

5.4 Business Office Accountant:

- 5.4.1 Downloads monthly bank statement from Wells Fargo CEO Treasury Information Reporting.
- 5.4.2 Downloads the cancelled checks file from Wells Fargo bank.
- 5.4.3 Reconciles and corrects any errors and uploads the cancelled checks file into BusinessPlus Bank Reconciliation Utilities Module.
- 5.4.4 Runs the following CDD reports from BusinessPlus:
 - 5.4.4.1 BusinessPlus NL Bank Recon (BK1004)
 - 5.4.4.2 BusinessPlus outstanding check list (BK1001)
 - 5.4.4.3 BusinessPlus Check Register by Date Range (BK1002)
- 5.4.5 Prepares proof of cash spreadsheet, compares with prior month report outstanding items, reconciles any variances and makes any corrections.
- 5.4.6 Verifies PR cycle pre-lists match G/L postings (Payroll only).
- 5.4.7 Reconciles outstanding checks list (BK1001) with the Outstanding Checks report from the Wells Fargo bank statement.
- 5.4.8 Reconciles check register by date range (BK1002) with the Checks Issued Report from Wells Fargo.
- 5.4.9 When the bank statement reconciliation is complete, creates a PDF Bank Reconciliation Report Workbook from the excel workbook and the Wells Fargo Bank statement and forwards to Controller for review and approval.

Depository Reconciliation

5.5 The Grant Fiscal Administrator:

- 5.5.1 Downloads the bank statement from Wells Fargo.
- 5.5.2 Generates a daily report for the month from BusinessPlus.
- 5.5.3 Compiles the total ZBA account transactions for accounts payable and payroll accounts.
- 5.5.4 Enters data from the bank statement and the BusinessPlus report into an excel spreadsheet.
- 5.5.5 Analyzes and resolves any variances.
- 5.5.6 Records the reconciling items in BusinessPlus.
- 5.5.7 When the bank statement reconciliation is complete, prepares an Excel spreadsheet Bank Reconciliation and forwards to the Controller for review and approval.



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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Pre-list reports
- 6.2 BusinessPlus NL Bank Recon (BK1004)
- 6.3 BusinessPlus outstanding check list (BK1001)
- 6.4 BusinessPlus Check Register by Date Range (BK1002)
- 6.5 Wells Fargo Bank Statement
- 6.6 Depository report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Pre-List Reports	Electronic – Application Xtender	Minimum 1 year	Archive	Password
BusinessPlus Reconciliation Report	Electronic – Application Xtender	Minimum 1 year	Archive	Password
BusinessPlus Outstanding Check Listing	Electronic – Application Xtender	Minimum 1 year	Archive	Password
BusinessPlus Check Register by Date Range	Electronic – Application Xtender	Minimum 1 year	Archive	Password
Bank Statement PDF Workbook	Electronic – Application Xtender	Minimum 1 year	Archive	Password
Depository Report	Electronic – Application Xtender	Minimum 1 year	Archive	Password

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/29/05	A	Initial Release
10/20/08	B	Relocated definition of ZBA to be listed first as 4.1; revised Record Retention Table to include “per CSI-P004” to define Discard as desired.
12/28/09	C	6.2, 6.3, 6.4, and 7.0 Changed all appearances of “Bi-Tech” to “Automated Business System.”
05/21/14	D	Changed “Chief Accountant” to “Controller”, “Automated Business System” to “BusinessPlus”, Storage to “Electronic – Application Xtender”, Disposition to “Archive” and Protection to “Password”. Updated scope to apply stale-dated check review to all Washoe County School District bank accounts.

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