



Bank Reconciliation Procedure (A&I-P015)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Business Department reconciles the accounts payable general disbursement checking account at the Washoe County School District.

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

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Accountant

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 AP – Accounts Payable

5.0 PROCEDURE:

- 5.1 The Accountant reconciles the AP checking account bank statement on a monthly basis.
- 5.2 The Accountant downloads the cancelled checks file from Well Fargo Bank – see AP-W006 Check Cancellation Work Instruction.
- 5.3 Using the Bi-Tech System the Accountant runs the following reports:
- 5.3.1 Outstanding Check Report
 - 5.3.2 Consolidated Check Register
 - 5.3.3 Cancelled Check Batch Report
- 5.4 Once all variances have been identified and corrected between Bi-Tech reports and Wells Fargo bank statement reports Accountant prepares bank reconciliation report.
- 5.5 The Accountant gives file to Chief Accountant for review and approval.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Automated Business System outstanding check list
- 6.2 Automated Business System Consolidated check register
- 6.3 Wells Fargo Bank Statement
- 6.4 AP-W006 Check Cancellation Work Instruction
- 6.5 Cancelled Check Batch Report



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Automated Business System Outstanding Check List	Business Office	10 years	Discard as desired	Locked office
Automated Business System Consolidated Check Register	Business Office	10 years	Discard as desired	Locked office
Wells Fargo Bank Statement	Business Office	10 years	Discard as desired	Locked office
Cancelled Check Batch Report	Business Office	10 years	Discard as desired	Locked office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/29/05	A	Initial Release
12/28/09	B	Sections 6.1, 6.2 and 7.0 changed all appearances of "Bi-Tech" to "Automated Business System".

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