

Distribution A

**MONTGOMERY DEVELOPMENTAL CENTER
BUSINESS OFFICE
'BANK RECONCILIATIONS"
INTERNAL AUDIT PROCEDURE #93-11-011A**

94-08-

Created August 1, 1994

When bank reconciliations are not performed each month, errors and irregularities could occur in the account that would not be detected in a timely manner. Bank reconciliations are to be completed on a monthly basis.

Bank reconciliations are to be performed monthly by the Fiscal Officer or Operations Director in her/his absence. Bank reconciliations are to be completed on or before five (5) working days following receipt of bank statements. A standard form and format is to be used which can be followed with ease by anyone verifying amounts reconciled. A copy of the current form used for reconciliations is attached to this procedure.



Gregory D. Darling, Operations Director