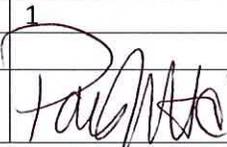


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Finance
Standard Title	Bank Reconciliations
Regulations	
Original Issue Date	6/30/2009
Latest Revision Date	11/23/2022 6/3/2025
Number of Pages	1
Attachments	
Approved by: Paula Jubic, Executive Director	

Procedure:

The Director of Finance downloads the statements on keynavigation.com and verifies the following:

1. All bank deposits have been credited accordingly and reconcile to the general ledger (g/l).
2. All cancelled checks on the bank statement have been duly noted as cleared and reconcile to the g/l.
3. All bank fees and interest have been recorded in the g/l.
4. All transfers have been recorded in the g/l.
5. Identify all reconciling items and recorded as exceptions.
6. Confirms that the adjusted bank balance reconciles to the general ledger.
7. Initials and dates the reconciliation and forwards to the Executive Director.
8. The Executive Director reviews the reconciliation, dates and initials. It is then filed in the Director of Finance's office in the balance sheet reconciliation file.