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Policy: To ensure the accuracy of the company's bank account records by proving the monthly balance shown in the bank's Account Register.

Purpose: To outline the practices for preparation of a Monthly Bank Reconciliation

Scope: This applies to all bank accounts maintained by the company.

Responsibilities:

The Chief Financial Officer (CFO) is responsible for review and approval of all reconciliations.

The Controller is responsible for reconciling all checking accounts.

Background: Errors or omissions can be made to the company's bank account records due to the many cash transactions that occur. Therefore, it is necessary to prove the monthly balance shown in the bank account register. Cash on deposit with a bank is not available for count and is therefore proved through the preparation of a reconciliation of the company's record of cash in the bank and the bank's record of the company's cash that is on deposit.

Definitions: Batch – All of the day's credit card transactions are collected into a "batch" of transactions. The batch is closed, usually at the end of the day, and the result is submitted to the merchant processor as a single "batch".

Settlement – The processor clears the credit card transactions in the batch and the result is "settled" to the designated bank account. Settlement varies by Credit Card Company but usually occurs in 2-3 days after a batch is closed.

Accounting Procedures Manual Template

Sabine Zange



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Accounting Policies and Procedures Manual Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry Accounting and Finance Manual United States. Defense Logistics Agency, 1980

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Standard Procedures for a Food Safety Management System Bizmanualz,2008 Collection of guidelines forms and legal documents designed to assist companies in the food industry to gain ISO certification **Accounting Guide**

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Implementing Accrual Accounting in the Public Sector Ms.Suzanne Flynn,Delphine Moretti,Joe Cavanagh,2016-08-05 This technical note and manual TNM explains what accrual accounting means for the public sector and discusses current trends in moving from cash to accrual accounting It outlines factors governments should consider in preparing for the move and sequencing of the transition The note recognizes that governments considering accounting reforms will have different starting points across the public sector different objectives and varying coverage of the existing financial statements it therefore recommends that governments consider each of these and the materiality of stocks flows and entities outside of government accounts when planning reforms and design the sequencing and stages involved accordingly Building on international experiences the note proposes four possible phases for progressively increasing the financial operations reported in the balance sheet and operating statement with the ultimate aim of including all institutional units under the effective control of government in fiscal reports

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