Policy 2.137
Bank Reconciliations

Responsible Official: VP for Finance
Administering Division/Department: Controller’s Office
Effective Date: July 1, 2010
Last Revision: September 1, 2008

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I. Overview

It is the policy of the University that all incoming or outgoing funds to the University’s bank accounts be recorded in the General Ledger. Frequent bank reconciliation is essential to prevent fraud and to ensure the University’s funds are handled with fiscal and fiduciary responsibility.

The Controller’s Office is responsible for implementing this policy.

II. Applicability

This policy applies to all bank accounts held by the University.

III. Policy Details

The Controller’s Office shall perform reconciliations at least monthly.

The Controller’s Office shall compare each official bank statement to the general ledger. The general ledger must reconcile to each bank’s end of the month balance to determine if any differences are due to timing or require corrective action. All timing differences should be monitored for settlement in the subsequent month and all errors should have a corrective action plan produced and in place within 30 days and correction within 45 days. Post 45-day errors are classified as exceptions and require sign-off by the Controller. All corrections must be completed prior to the fiscal year-end audit release.

IV. Definitions

Bank Statement: A paper or electronic record of all financial activity for the prior month provided by each bank.
**General Ledger:** The main accounting book of record for an entity which includes accounts for assets, liabilities, revenue, expense, gains and losses. The University’s general ledger is the module within the Compass PeopleSoft Financial system in which “actual” transactions are posted to the official book of record. The balance for each cash account is reflected in the monthly General Ledger Trial Balance report.

**Reconciling Item:** Any activity on either the bank statement or the general ledger but not recorded in the other. (Example – deposit on the bank statement but not on the general ledger)

V. Related Links and Resources

- Current Version of This Policy: [http://policies.emory.edu/2.137](http://policies.emory.edu/2.137)

VI. Contact Information

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Reconciliations</td>
<td>Controller’s Office</td>
<td>404.727.6080</td>
<td><a href="mailto:ctrl@emory.edu">ctrl@emory.edu</a></td>
</tr>
</tbody>
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VII. Revision History

September 1, 2008

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