

HOONAH CITY SCHOOL DISTRICT

SOP No. 11

RECONCILIATION OF ACCOUNTS

1. PURPOSE: To establish procedures for performing and reviewing balances of accounts on a timely basis as stated in BP 3460.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: Business Manager
4. PROCEDURES: The following are control activities that should be followed in the reconciliation of accounts process:
 - a. The Superintendent and/or Program Administrators review a detailed financial report directly from the software system for all accounts on a monthly basis. All transactions are reviewed to the approved budget and/or grant award outlines.
 - b. If the financial reports have negative balances or miscoding on invoices, adjusting journal entries (AJE) are prepared by the Business Manager.
 - c. A general ledger reconciliation recap shall be reviewed monthly by the Superintendent.
 - d. The Business Manager will enter the journal entry into software system. The computer entry form should be printed and compared to the original entry form to ensure that it was properly entered into the computer. The Business Manager will date and initial the journal entry form.
 - e. The signed document and all the supporting documentation shall be reviewed by the Superintendent, evidenced by a signature or initials. Journal entries forms should be kept in the folder or binder titled, "Adjusting Journal Entries" for the proper year.