

1120 | Reconciliation

Date Policy Approved: March 23, 2017 by DeSoto Parish Library Board of Control

1120.1 Preparation Procedures

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The Library Accountant compares bank statements monthly with interest earned, deposit records, and cancelled checks. A reconciliation report in the accounting program is prepared. The statement and reports are reviewed and approved by the Library Director (or designee).

1120.2 Reviewed Procedures

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The Board reviews and approves a monthly log of all account balances, a record of checks issued during the previous month, and a monthly update of income/expenditures as compared to the Library's annual budget.