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**[CHC]**

**Bank Reconciliations**

**Date Last Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Policy**

It is the policy of [CHC] that in regards to the bank reconciliation process, the following processes will be in place:

* The individual reconciling the bank statements will be prohibited from opening them.
* Bank Statements will be opened and reviewed by a recipient official that is not authorized to sign checks (i.e. – treasurer, president, etc.) but who is familiar with its financial activities
* Bank statements will be reconciliated in a timely manner by someone not authorized to sign checks. Timely as defined by this policy is within xx of receipt of the bank statement.
* Reconciliations will be approved by a recipient official outside the payment process but familiar with the financial activities

1. **Accountability**

The following [CHC] staff are responsible for ensuring compliance with and overseeing the following aspects of this board approved policy:

* Chief Financial Officer

1. **Procedures**

<Insert Procedures>