

ACCOUNT RECONCILIATIONS

POLICY

All bank and credit card reconciliations will be completed and approved on a monthly basis.

DEFINITIONS

“Hamlet” means Hamlet of Enterprise

“SAO” means Senior Administrative Officer

“**following month**” means the month after the bank or credit card statement period, eg: January statement would be reconciled by February 15th.

GUIDELINES

1. The Finance Manager is responsible to ensure that all bank accounts and credit cards are reconciled on or before the 15th of the following month, including, but not limited to:
 - 1.1. Hamlet Accounts:
 - 1.1.1. Operating
 - 1.1.2. Savings
 - 1.1.3. Lands
 - 1.2. Capital Accounts:
 - 1.2.1. Capital
 - 1.2.2. Gas Tax
 - 1.2.3. Reserve
 - 1.3. Credit Card Accounts:
 - 1.1.1. VISA
 - 1.1.2. Blue Wave
 - 1.1.3. Petro Pass
2. Once a reconciliation is complete:
 - 2.1. The Finance Manager will prepare and sign the Bank Reconciliation Completion Form.
 - 2.2. Attach the relevant reconciliation to the Bank Reconciliation Completion Form; and
 - 2.3. Have the SAO sign the Bank Reconciliation Completion Form, attesting to the fact that the bank account has been reconciled.
3. If the Finance Manager is not able to complete a reconciliation because the reconciliation is not balancing, the Finance Manager must seek the assistance of the SAO in order to ensure that all accounts are reconciled in a timely manner.
4. The SAO is responsible to review all bank reconciliations on a monthly basis and verify that the bank accounts have been reconciled.

ATTACHMENTS

Bank Reconciliation Completion Form

REFERENCES

N/A



HAMLET OF ENTERPRISE
526 Robin Road
Enterprise, NT XOE OR1
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"BANK RECONCILIATION COMPLETION"

Account: _____

Statement Period: _____

Date Completed: _____

Opening Balance: _____

Closing Balance: _____

Variance: _____

Completed By: _____

Signature: _____

Approved By: _____

Date: _____

Signature: _____