

## **111.3 Bank Account Statements Reconciliation Procedure Policy**

I. Procedure

II. Effective Date

### **SECTION I – PROCEDURE**

- A. Clerk-Treasurer reconciles the bank account statements in QuickBooks monthly.
- B. Clerk-Treasurer prints the reconciliation reports.
- C. Reconciliation reports and bank account statements are scanned and emailed to the Town Chairperson.
- D. Town Chairperson reviews and/or comments on the reconciliation reports and bank account statements within five days of receipt.
- E. Bank account statements and reconciliation reports are provided to any board member upon individual or standing request.
- F. Bank account statements and reconciliation reports are reviewed during the yearly audit.

### **SECTION II – EFFECTIVE DATE**

This Policy shall take effect and be in force from and after the day after passage and publication as required by law.

Dated this 16<sup>th</sup> day of December, 2019

Posted: December 17, 2019

Brenda Kahl, Clerk/Treasurer  
David Evert, Supervisor  
Joe Kruchten, Supervisor

Anthony Varda, Chairperson  
Michael Statz, Supervisor  
Duane Haag, Supervisor