

3357:13-17-01 Bank Reconciliations

(A) The bank reconciliations for the general fund, payroll fund, clubs/organization fund, and student refund accounts are done by the Accounting Manager.

(1) The checks are cleared through the system.

(2) The deposits are reconciled with a deposit summary spreadsheet that is prepared by the Student Accounts Specialist. All other items are reconciled with the general ledger printout from the system.

(B) The bank reconciliations for the direct student loan account are done by the Student Accounts Specialist

(1) The direct student loan account deposits and withdraws done through G5 account by our Controller.

Effective: October 24, 2005

Expires: October 1, 2010

Review Dates: 10/24/05