

**RECONCILIATION OF BANK BALANCE
and VENDOR CHECK DISTRIBUTION POLICY
Adopted 9/23/97**

1. PURPOSE

The purpose of this policy is to define the procedures to be followed by Tuscola County in reconciling the bank balances as well as for vendor check processing and distribution.

2. POLICY

2.1 Bank Balance Reconciliation

All department ledgers and department cash balances shall be reconciled monthly to the cash balances maintained by the County Treasurer 10 to 20 business days after the month-end. Variances between the County Treasurer's cash balances and departmental ledgers shall be researched and resolved in a timely manner. Departmental employees responsible for performing reconciliation shall document the reconciliation and the department head shall review and approve the reconciliation in writing. The Finance/Committee of the Whole shall be notified by the County Treasurer in writing if a particular ledger is not balanced within the allotted 20 business days after the month-end and the date when the ledger becomes balanced.

All departments shall use only official receipts that are printer pre-numbered and contain the name of the department.

2.2 Vendor Checks

Departmental officials approving vouchers for payment must ensure that only original invoices are approved for payment and all necessary corresponding documentation is provided. Invoices approved for payment must be marked "paid" with the date paid. Documentation shall include identification of check number. Statement of account or duplicate invoices shall not be approved for payment.

Vendor checks shall be mailed by the County Treasurer. Occasionally, the check shall be returned to the person who approved the voucher for payment only after this person has signed for the check with the Treasurer's Office.