



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 2 – Cash and Cash Equivalents 6.2	EFFECTIVE DATE: 07/30/1993
TITLE: Cash Reconciliation and Certification	REVISION DATE: 02/25/2017
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

POLICY

The Department of Administration (DOA) requires all bank accounts maintained by agencies to be reconciled monthly to the accounting records by an independent person. The Bureau of Fiscal Services (BFS) is required to submit an annual certification of account balances for all contingent, canteen, client/resident, and other cash accounts to DOA.

PROCEDURES

1. All bank accounts are to be reconciled monthly. Bank accounts include all contingent, canteen, client/resident and general accounts. Bank accounts should be reconciled by an individual independent of the person(s) maintaining the account. Maintaining the account includes approval of invoices and signing the checks. An independent person is one who does not approve invoices, does not enter disbursements or receipts into the accounting system, and does not ordinarily sign checks.

If the size of the business office precludes having an independent person reconcile the bank account monthly, an independent person should review the monthly bank reconciliation at a minimum.

The reconciliation worksheets should clearly reconcile the book balance to the bank balance and to the authorized balance. Cash on hand (petty cash, change account, etc.) is to be verified at least once a month.

The person completing or reviewing the reconciliation should sign and date the reconciliation to attest that the reconciliation has been properly completed. Outstanding checks over one year should be voided. Any variances are to be explained and/or adjustments to accounts are to be made accurately and promptly.

2. Annually, the management director, or designated account custodian, for each division or institution/center holding an authorized cash account shall certify that their accounts have been reconciled monthly, reported to BFS, and used appropriately.

The Cash Certification for Canteen, Client/Resident and General Accounts (F-81011) shall be completed and sent to the BFS GAAP Accountant by July 15 of each year.

For additional information on annual cash reports required, see APP Section 2 – Cash and Cash Equivalents 6.0 (Depository Funds and Petty Cash Reports) and APP Section 2 – Cash and Cash Equivalents 6.1 (Procedures for Petty Cash Accounts).

FORMS

[Cash Certification for Canteen, Client/Resident and General Accounts, F-81011](#)

REFERENCES

[DHS APP Section 2 – Cash and Cash Equivalents 6.0](#) (Depository Funds and Petty Cash Reports)

[DHS APP Section 2 – Cash and Cash Equivalents 6.1](#) (Procedures for Contingent Accounts)

CONTACTS

[GAAP Accountants](#)