

Great Oaks Charter School – Bridgeport
Monthly Bank & Credit Card Reconciliation Procedures

For the month of [April, 2024](#), at the request of the Board of Great Oaks Charter School & CSDE to be the designated member of the Finance Committee, I performed the procedures referenced below on the monthly reconciliation of the bank checking account and credit card purchases.

Bank Statement & Reconciliation

The following procedures were performed using the Quickbooks bank reconciliation and bank statement:

- a) Ensured that the monthly bank reconciliation was performed on a timely basis.
- b) Reviewed with the CFO that payments from the checking account were in line with monthly expectations and that deposits were recorded on a timely basis.
- c) Reviewed any uncleared checks over 3 months old
- d) Reviewed the monthly Bill.com report with the CFO for compliance with the fiscal policy
- e) Randomly reviewed payments over \$1,000

Credit Card Statement & Reconciliation

The following procedures were performed using the monthly credit card statement & reconciliation:

- a) Ensured that the monthly credit card reconciliation was performed on a timely basis.
- b) Reviewed purchases with the CFO for compliance with the fiscal policy
- c) Ensured that receipts were being collected for each purchase
- d) Randomly reviewed purchases over \$1,000

Exceptions as noted:

David Zieff, Finance Committee

Date