

District's Depository Bank new physical and, as appropriate, electronic signature cards with appropriate signatures of the campus Principal of the District's district-wide accounts. After execution, the Superintendent shall promptly transmit such signature cards to the District's Depository Bank.

Bank Reconciliations

To safeguard District funds in the depository(s) authorized by the Board, District personnel shall perform and comply with the following procedures.

1. For each District-wide accounts, the District Staff Accountant and Bookkeeper shall reconcile the ending balance on each bank and investment account statement to the ending balance recorded in the District's check register within ten (10) business days after receiving the bank and investment account statement. As appropriate and necessary, the District Staff Accountant and Bookkeeper shall prepare a journal voucher to post transactions and forward all worksheets and journal vouchers to the Director of Budget & Fiscal Services for review.
2. For each campus activity fund account the District Budget Specialist shall reconcile the ending balance on each bank and investment account statement to the ending balance recorded in the District's check register within twenty (20) business days after receiving the bank and investment account statement. As appropriate and necessary, the District Budget Specialist shall prepare a journal voucher to post transactions and forward all worksheets and journal vouchers to the Director of Budget & Fiscal Services for review.
3. The Superintendent will meet periodically with the Board of Trustees, as a part of the Superintendent's Report, and provide the Board of Trustees with a report on the status of the reconciliations of all accounts of the District.
4. The Director of Budget & Fiscal Services shall review the worksheets and journal vouchers and approve any adjustments up to, but not exceeding, \$500. If any unreconciled or unusual items are identified or if adjustments exceed \$500, the Director of Budget & Fiscal Services shall forward the pertinent worksheet(s) and journal entry(s) to the Chief Financial Officer.
5. The Chief Financial Officer shall review and address any unreconciled or unusual items and proposed adjustments exceeding \$500. This shall include investigation as to whether the unreconciled or unusual item is the result of fraud, waste, or abuse and take any and all appropriate actions to address the issue.
6. Upon approval by either the Director of Budget & Fiscal Services or the Chief Financial Officer, the Staff Accountant shall post the approved journal entries.