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| COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures | |
| Subject: BALANCE SHEET ACCOUNT ANALYSIS AND RECONCILIATIONS | Page: 03.18.01 |
| | Date: 03/16/18 |

General

Every month all balance sheet accounts, for all funds must be analyzed and reconciled. This standard accounting function must occur prior to the processing of the month end closing. All reconciling items must be identified and appropriately resolved/recorded.

Every month, all balance sheet accounts, for all funds must be reconciled/analyzed.

Authority

Vice President for Business and Finance

Responsibility

Director of Accounting
Accountant

Procedure

1. Each employee is assigned specific accounts to reconcile/analyze.
 - a. If an outside document exists, such as a bank statement, the account is reconciled to that document.
 - b. If a subsidiary exists, such as with accounts payable, the account must be reconciled to the subsidiary trial balance.
 - c. If an outside document does not exist, such as a prepaid account, the account is analyzed to identify the components of the balance.
2. Reconciliations:
 - a. Obtain the general ledger month end balance.
 - b. Obtain the external documents month end balance.
 - c. Identify the differences.
 - d. Resolve/record any necessary transactions resulting from c. above.
3. Analysis:
 - a. Obtain the beginning month's analysis.
 - b. Remove items that have cleared in the current month.
 - c. Add new items that are part of the current months balance.
 - d. Compare the total to the balance in the general ledger.