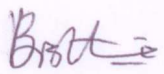




# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR BANK RECONCILIATION (CUEA/DVC FIN/FIN/01)</b>	<b>SENIOR ACCOUNTANT</b>
	NO. OF APPENDICES:
	<b>1 (ONE) (A)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>FINANCIAL ADMINISTRATOR</b>
SIGNATURE	
DATE	<b>23 February 2011</b>
ISSUE DATE	<b>23 February 2011</b>
STAMP CONTROLLED / UNCONTROLLED	
<b>NOTE:</b> <ol style="list-style-type: none"> <li>Write amendments on the page provided (Clause 0.2)</li> <li>Controlled copies of this document will be in the Senior Accountant and the Financial Administrators office</li> </ol>	

## 0. CONTENTS AND RECORD OF CHANGES

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**0.2 RECORD OF CHANGES**

<b>No.</b>	<b>Date</b> <i>(dd-mm-yy)</i>	<b>Details of Changes</b>		<b>Authorization</b> <i>Title</i>
		<i>Page</i>	<i>Clause/subclause</i>	
1	19 May 2011	2	0 ( inclusion of appendices in contents and records of changes	Financial Administrator
2	19 May 2011	2	0.3 ( Circulation)	Financial Administrator

**0.3 Distribution / Circulation**

This Standard Operating Procedure is available at relevant functions for authorized users

**1.0 PURPOSE**

The purpose for this procedure is to ensure concurrence of the cash book with the bank statement.


**2.0 SCOPE**

It covers all cash book and banking activities of CUEA.

**3.0 REFERENCES**

3.1 University Financial policies.

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3.2 CUEA Quality Management Manual

3.3 ISO 9001:2008 Quality management systems-Requirements.

4.0 **TERMS AND DEFINITIONS**

4.1 Reconciliation- Is the process of bringing into conformity our cash book and our bank statements.

4.2. Deposit slips-These are slips issued by the bank on receiving cash or cheques.

4.3 Cheque- is a document that authorises a payment of money.

4.4 Customers - In CUEA context refers to students, parents, guardians, sponsors, staff and the community at large.

4.5 RO- Reconciliation Officer

4.6 FA- Financial accountant

5.0 **PRINCIPAL RESPONSIBILITIES**

5.1 The senior accountant shall be responsible for the adequacy and effective implementation of this procedure


6.0 **METHOD**

6.1 The reconciliation officer receives bank statements from the banking officer and files them in chronological order.

6.2 The reconciliation officer shall match entries in the bank statement with those in the cashbook.

6.3 The reconciliation officer shall obtain the files containing the receipts and deposit slips for the month under consideration. He/she shall then identify the receipts in the cashbook but not in the bank statement and identify the deposits in the bank statement but not reflected in the cash book.

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6.4 Reconciliation officer shall identify the reason why the receipts are not appearing in the bank statement.

6.5.1 If receipts are not in the bank statement but entered in cashbook, the RO shall consult with the financial accountant who in turn consults the bank

6.5.2 If there are deposits in the bank statement but are not reflected in the cash book ( un-receipted deposits) the RO shall prepare a report and submit to the Financial accountant for review

6.6 If there are payments in the cashbook that are not in the bank statement ( un-presented cheques) the RO shall include in a report and present to the Financial Accountant for review.

6.7 If there are payments in bank statement and not in the cash book, the RO shall include in the report for review (Un- credited items) by the financial accountant. The Financial Accountant shall instruct the accountant to update the cashbook.

6.8. The FA shall submit the report to the senior accountant who reviews the report

6.8.1 If the report is okay, the Senior Accountant shall approve and the report shall be filed by the RO.

6.8.2 If the report is not okay the Senior Accountant shall return it to FA with comments for action

## **7.0 APPENDICES**

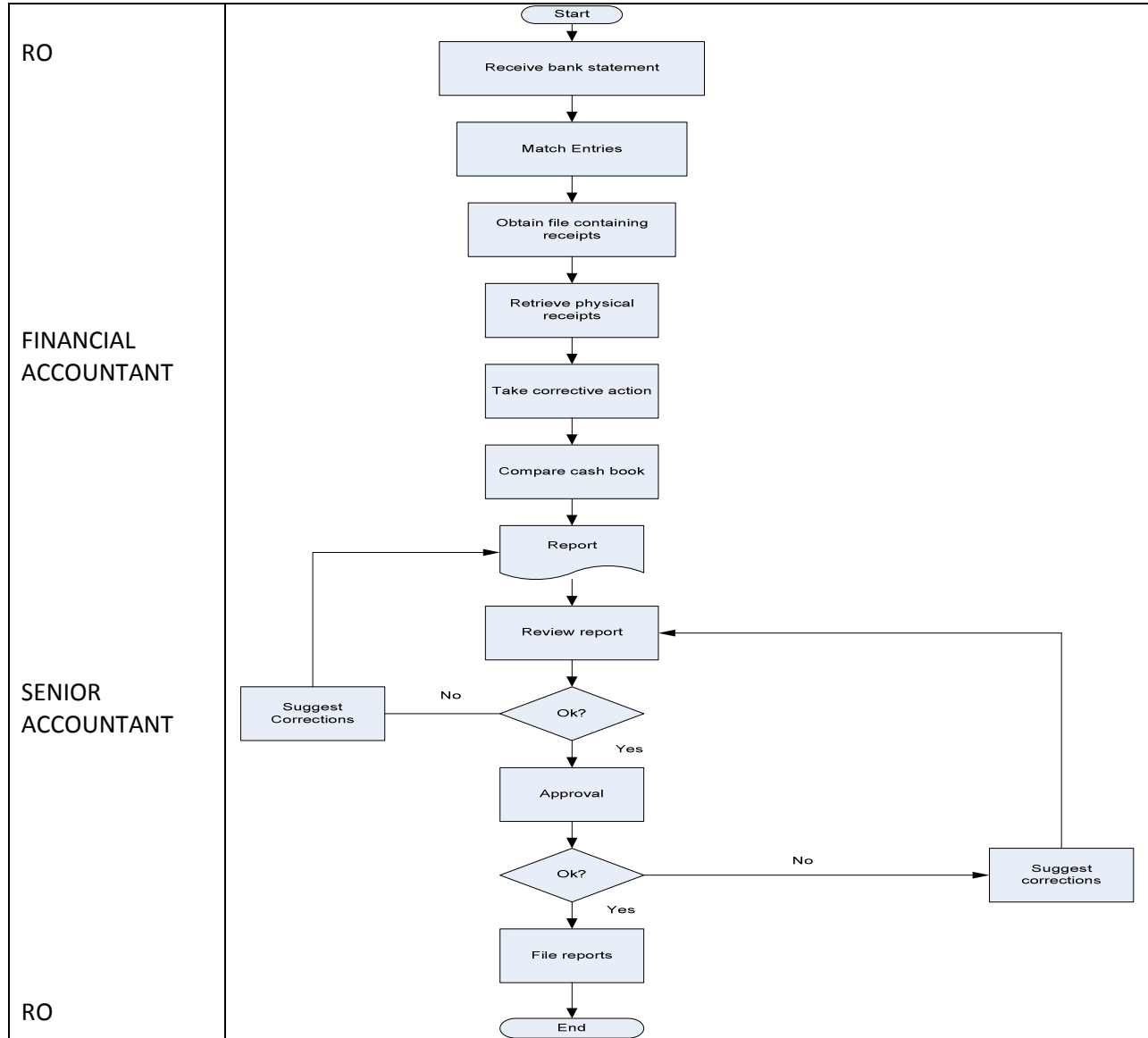
7.1 Appendix A - Process chart for bank reconciliations

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Title

**PROCEDURE FOR BANK RECONCILIATION**



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