



RESOLUTION NO. 546 – EXHIBIT A

Interdepartmental Bank Reconciliation Procedure

Electronic Statements

Most bank statements are accessed electronically. The Commissioner of Finance is the administrator on all bank accounts and has authorized limited, “read-only” access to those individuals within the Department of Finance who need this ability to perform the bank reconciliations. The employees who have access to online banking in the Department of Finance include the Deputy Commissioner(s) of Finance, Administrative Director of Finance, Fiscal Officers, and Accountants.

Read only Aaccess ~~willis- be also~~ provided to the Comptroller’s office to all accounts, except those prohibited by law, that the Commissioner of Finance-is able to access electronically for monitoring and auditing purposes. Employees that have this access in the Comptroller’s Office include the Comptroller, Deputy Comptroller, Director of Internal Audit & Control, Senior Auditors, and Auditors.

In the first week following the reconciliation month (i.e. when the statements are available electronically), the Confidential Secretary in the Department of Finance will download the statements to the S-Drive and print a copy when necessary. Bank reconciliations should be completed prior to the subsequent month end and submitted to the Commissioner of Finance, or ~~thei~~er designee, following completion.

Mailed Statements

All other bank reconciliations are prepared once the bank statements are received by mail in the Department of Finance. All bank statements should be received through the Department of Finance and opened by finance staff. The statements are then scanned to the S-Drive where the Accountant responsible for the bank reconciliations can obtain them. Bank statements that are mailed to the County are generally received by the 15th of the month. Bank reconciliations should be completed prior to the subsequent month end and submitted to the Commissioner of Finance, or ~~thei~~r designee, following completion.

Pursuant to the Charter Section C-57(B)~~duplicate bank statements for all mailed statements will be requested by~~ the Commissioner of Finance shall authorize the depositories to mail or provide read-only electronic access to be sent directly to the Comptroller’s office. from the banks to ensure the quality of audit evidence.

Bank Reconciliations

Bank reconciliations are performed by the following individuals in the Department of Finance:

- Accountant
- Fiscal Officers (*as alternates)

Bank Reconciliation Approval

~~Bank Reconciliation Review~~

The Commissioner of Finance, or a Deputy Commissioner of Finance, ~~reviews~~ approves all bank reconciliations. The Commissioner or Deputy ensures that all reconciliations tie to the G/L, checks for long outstanding items, and follows up on any discrepancies. Finally, the Commissioner or Deputy initials and dates the Reconciliation Report and saves the bank reconciliations and any backup, to the S Drive.

Bank Reconciliation Review

Copies are ~~then~~ provided to the Comptroller's office within 5 days of completion for ~~monitoring and auditing purposes~~ review in accordance with the Ulster County Charter and Local Law 10 of 2023. ~~Bank reconciliations should be completed and submitted to the Comptroller's Office prior to the subsequent month-end for their review. If bank reconciliations for certain accounts will not be submitted to the Comptroller prior to the subsequent month-end~~ within 5 days, the Department of Finance shall pre-emptively notify the Comptroller's Office of the anticipated completion date.

Delayed Reconciliations

If any bank reconciliation is delayed beyond three (3) months, the Commissioner of Finance shall provide an action plan for becoming timely on reconciliations. Such action plan shall be submitted to the County Executive and the County Comptroller, within 30 days.

Outstanding Checks

The Department of Information Services receives files directly from the bank with checks cashed in the prior month and saves them to the Department of Finance's S-drive. The Department of Finance imports these files into the New World Financial Management System at the beginning of the following month to update the outstanding check listing.

For Payroll Account: The Information Services Department obtains the file from the bank and places it on the Department of Finance's S-drive. An Accountant uploads this file monthly in a proof format in MUNIS and downloads a monthly payroll check file from the online banking that is compared to the MUNIS file. After this comparison is made, an Accountant posts the MUNIS file and manually updates any other checks that have cleared but were not included in the file. This process ensures the outstanding checks for the payroll account are up to date at the end of each month.

All outstanding check lists are reviewed for stale-dated status, and the Department of Finance performs its due diligence in working to ensure payments are cashed by the intended parties or turned over to the state, once deemed abandoned.