



Policy: Reconciliation

Policy Number: FI10

Effective Date: August 28, 2018

Editions:

The Coalition, under the authority of the Board of Directors, will follow Federal and State laws, regulations, rules, and guidance including:

- Public Law 101-453 – The Cash Management Improvement Act of 1990 (CMIA)
- 31 CFR Part 208 - Management of Federal Agency Disbursements
- 2 CFR Part 200.302 - Financial management
- 45 CFR Part 75.305 – Payment
- OEL Program Guidance – 240.01
- Rule 6M-8.205
- Additional requirements of funding source

to institute proper controls relative to reconciliation for agency funds, as well as, in accordance to Generally Accepted Account Principles.

Internal control measures will be used to ensure proper security, documentation and maintenance of Coalition transactions.

Reconciliation Types

- Cash Accounts – Bank and Petty Cash account reconciliations are needed to ensure the Coalition’s cash records are correct to prevent cash shortages and fraud.
- General Ledger - Reconciliation of general ledger accounts on a regular basis is a primary accounting function ensuring information contained in the ELCFV’s general ledger is complete and accurate and financial statements prepared from the general ledger accounts can be relied on to reflect the financial results or condition of the Coalition.
- Statewide Information System – Amounts from the Statewide Information System provide the basis for monthly direct service reimbursement payments made by ELCFV to childcare providers. This information will be reconciled to the Coalition’s internal accounting system as required in the grant agreement to ensure accuracy of monthly reimbursements.
- Grant Invoices – Grant invoices must be reconciled to the Coalition’s internal accounting system to ensure grant requests are complete, accurate, and properly supported.