



# Financial Reconciliation

CHAPTER:	1000	Number:	1070	APPROVED:	2.20.2014
REPLACES:					
Last Revised:	2.20.2014		REVIEW:		
APPROVED:			Scott Weninger, Chair		

**I. Purpose:**

To establish a means of check and balance within the Kitsap County EMS Office financial procedures.

**II. Policy:**

The Kitsap County EMS & TCC Program Manager will check for accuracy and or discrepancies in the EMS Office financial statement on a monthly basis and bring a report to the Board of Directors.

**III. Procedure:**

- A. The Administrative Assistant will prepare the financial records through QuickBooks Online.
- B. By the tenth day of each month, the Administrative Assistant will give the EMS Council Treasurer the reconciliation statement from the previous month for review.
- C. The Council Treasurer will review the statement for accuracy and place his/her initials and the date in the upper right corner of the statement.
- D. The treasurer will then return the statement to the Administrative Assistant for records retention.
- E. The Treasurer will advise the Board of Directors on a monthly basis of any errors or discrepancies found.