



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

BANK RECONCILIATIONS

Policy Area: Finance	Number: 400.E
Initial Effective Date: 12-19-2013	Initial Approved Date: 12-19-2013
Revised Policy Effective Date: 12-02-2019	Revision – Date Approved: 12-02-2019
Approved by: NAHAC Board of Directors	
<p>PURPOSE:</p> <p>NAHAC believes the reconciliation of all bank accounts in a timely manner is imperative. This policy serves to identify who and when those reconciliations must be completed.</p> <p>POLICY:</p> <p>All bank statements will be opened and reviewed in a timely manner. Bank reconciliations will be performed within 15<u>20</u> days of month-end and reviewed within 30 days from the end of the previous month. Any old outstanding items should be minimal and followed-up on as soon as possible.</p>	

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