

Baltimore Research and Education Foundation, Inc.	Bank Reconciliations Policy	No.		46
		Effective Date		03/12/2009
		Revision Letter		B
		Final Approval Signature	Approved, BREF Board meeting held 1/26/2011.	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will reconcile bank statements.

2.0 Scope

This policy applies to BREF bank statements.

3.0 Policy

3.1 It is the policy of BREF to have the bank mail bank statements to the Executive Director's home address. The Executive Director will reconcile the monthly bank with the BREF accounting records. After completion, the bank reconciliation, along with back-up documentation, is filed in a BREF filing cabinet. In addition the reconciliation is scanned and filed in an electronic folder.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
03/12/2009	A	Heather Riley	Policy is put into approved format
01/26/2011	B	Shirley Rutledge	A scanned copy of the reconciliation is made and filed electronically. Policy approved by BREF Board meeting held 1/26/2011.