



Financial Services Procedure

SUBJECT: UBO Refund Check Reconciliation Procedure

NO: UBO P1.28

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EFFECTIVE: August 10, 2015

The Resolution Supervisor will review the checks that were printed, comparing the payee and amounts of the check. After determining that there are no errors, a check register is printed from H T E.

An Excel spreadsheet is prepared that has check #, date, amount and payee. This Excel spreadsheet is submitted to Cash Management, they will submit this information to the bank for Positive Pay.

410226	08/21/15	\$9.95	IS
410227	08/21/15	\$2,396.21	IS

Another Excel spreadsheet is prepared, CHK-REG, this spreadsheet is located on the Y: drive and is accessible by the Utility Accountant.

Name	Date modified	Type	Size
~\$chk-reg 14-15.xlsx	8/19/2015 1:33 PM	Microsoft Excel W...	6 KB
chk-reg 09-10.xls	8/5/2015 4:59 PM	Microsoft Excel 97...	216 KB
chk-reg 10-11.xls	10/16/2012 10:52 ...	Microsoft Excel 97...	245 KB
chk-reg 08-09.xls	8/15/2009 2:28 PM	Microsoft Excel 97...	176 KB
chk-reg 11-12.xls	1/2/2013 11:30 AM	Microsoft Excel 97...	114 KB
chk-reg 13-14	2/13/2013 10:08 AM	Shortcut	2 KB
chk-reg 14-15.xlsx	8/25/2015 4:17 PM	Microsoft Excel W...	62 KB
chk-reg05-06.xls	12/26/2006 9:50 AM	Microsoft Excel 97...	187 KB
chk-reg06-07.xls	10/27/2009 10:52 ...	Microsoft Excel 97...	134 KB
chk-reg07-08.xls	8/1/2009 4:21 PM	Microsoft Excel 97...	90 KB
chk-reg12-13.xls	8/13/2013 10:08 AM	Microsoft Excel 97...	147 KB
chk-reg13-14.xlsx	10/8/2014 10:57 AM	Microsoft Excel W...	78 KB
Copy of chk-reg13-14.xls	7/3/2014 1:40 PM	Microsoft Excel W...	61 KB
escheat 08.xls	8/28/2008 2:56 PM	Microsoft Excel 97...	18 KB
Rfd Chks.xls	12/21/2009 1:55 PM	Microsoft Excel 97...	3,366 KB
UTILACCT	3/25/2015 1:53 PM	Shortcut	2 KB

<u>Check</u>	<u>Date</u>	<u>Cust ID</u>	<u>Loc ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Amount</u>
410176	7/24/2015	397281	281640			\$525.49
410177	7/24/2015	524039	33224			\$52.05

The Resolution Supervisor will then reconcile the H T E Check Register to the Positive Pay Excel Spreadsheet and the CHK-REG Excel Spreadsheet assuring that all totals match.