



## ***Mid-Valley Special Education Cooperative***

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MEMO TO: Executive Advisory Board

FROM: Nancy Sporer  
Director of Business & Human Resources

DATE: December 7, 2016

RE: BANK RECONCILIATIONS

In order to improve our internal controls, the bank reconciliation will be reviewed by someone other than the preparer of the reconciliation. Since we have a small staff, not only will another person at Mid Valley review the reconciliations monthly but they will also be sent to our auditors periodically. The beginning balance sheet from July has been sent to the auditors. They have verified the adjusting journal entries made from 2015-16 tie into the general ledger and the audited financial statements. The bank reconciliations from July through October have also been sent to the auditors for verification.