

Friends of PS 166, Inc.
Tax ID # 13-4193484



132 West 89th Street
New York, NY 10024
(212) 678-2829

Opening and Reviewing Bank Statements and Reconciliations

Bank Reconciliations

- All bank statements will be opened and reviewed in a timely manner. Bank reconciliation and approval will occur within 30 days of the close of the monthly statement.

Procedures:

- All bank statements and cancelled checks will be opened, reviewed and initialed by a member of the Board of Directors, other than the Treasurer, upon receipt.
- Once reviewed, bank statements are submitted to the Treasurer or bookkeeper for reconciliation.
- The President and Treasurer will review and approve reconciliation reports by signing and dating the report in the upper right hand corner.

This Policy was approved by the Board of Directors of Friends of PS166, Inc. on
March 1, 2013.