

Financial Statement Review

ST. JOSEPH ACADEMY
(SJA)

Department:	Finance
Number:	200.1.9
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Revised Date:	February 19, 2020
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I. Policy:

It is our policy to provide timely and accurate Financial Statements monthly following Generally Accepted Accounting Principles (GAAP).

II. Procedures:

- A. Record daily operational financial transactions into the proper month and year throughout the month.
- B. Once all financial transactions have been entered for the month reconcile all accounting system modules and subsidiary ledgers.
- C. Record monthly journal entries.
- D. Reconcile balance sheet accounts.
- E. Review revenue and expense accounts.
- F. Prepare Financial Statements
- G. Give Financial Statements to the President/CEO, Board of Directors, and Felician Services, Inc.
- H. Close accounting systems for the month.

Approved by: Takia Jones
President/CEO

Date 3-17-21