

# Financial Services Co-Op III: Bank Reconciliation Service

## Contract Description:

### DESCRIPTION:

To perform business office functions according to the terms listed in the service option below:

Region 15 will perform the business office procedures as outlined below in an accurate and timely manner as prescribed by the Texas Education Agency (TEA) regulations. Accounting records will be maintained at Region 15 and shall be accessible to the District administration at all times during regular business hours. Region 15 will record the accounting transactions through the direction provided by the District. Business transactions will not be conducted via the telephone. All transactions require written documentation.

### REGION 15 RESPONSIBILITIES:

- Region 15 will reconcile bank accounts monthly and assist District with resulting adjusting journal entries Transfer all files via Region 15 approved FTP system