

**STAR, INC.**  
**Lighting The Way...**

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**Section:** Residential Financial**Subject:** Checkbook Reconciliation/  
Household Accounts**Policy #:** R - 205**Ref:** DMR 17a-227-19**Revised:** 2/1/05**Original Approval:** 6/25/01

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**STATEMENT OF POLICY:**

STAR Inc. requires all employees to be accountable for use of Agency monies.

**APPLIES TO:**

Community Living Arrangements

**ADMINISTRATION:**

The House Manager will ensure the implementation of this policy.

**PROCEDURE FOR CHECKBOOK RECONCILIATION:**

1. Each check that is written needs to be itemized according to:
  - A. Food (8101) Anything residents eat.
  - B. Food (8111) Anything Staff eats.
  - C. Food Related (8102) Materials used for eating, drinking, wrapping food
  - D. Program Supplies (8103) Directly to the program: recreation, greeting cards, entertainment
  - E. Office Supplies (8104) Supplies for house office-check with purchasing before buying any office supplies.
  - F. Janitorial/Household Supplies (8105) Cleaning materials, toilet paper, paper towels, etc.
  - G. Laundry (8106) Anything used to wash & dry clothes.
  - H. Medical (8107) House stock medicines and first aid supplies.
  - I. Small Household Supplies (8110) Small Appliances – i.e. coffee pot, toaster
2. After grocery shopping is completed, highlight all items on the receipt that are NOT food.

3. Review highlighted items and write the account # next to the item. At the bottom of the receipt, list the accounts that were used and calculate total for each account #.
4. Transfer amounts to “Household Receipts Expenses” form.

**PROCEDURE FOR HOUSEHOLD RECEIPTS:**

“Household Receipts Expense” form for Checking Account Receipts (Attached)

Using Excel on the computer:

1. Enter date of check (should match date on receipt)
2. Enter site
3. Enter payee- who check was written to (i.e. Stop & Shop)
4. Enter check #
5. Enter amount of check
6. Enter the appropriate amounts in each of the account categories. For “other” item should be specified. (Amount of check should equal total indicated as “total expensed.”)
7. Sign form
8. Attach receipt in space provided on “Household Receipts” form.

**PROCEDURE FOR END OF MONTH REPORT:**

1. Obtain checkbook register and all completed “Household Receipts Expenses” forms.
2. Organize “Household Receipts Expenses” forms according to the date (should be in same order as listed in checkbook register.)
3. Enter site
4. Enter month
5. Enter your name
6. Enter beginning balance (ending balance from last month)
7. Enter amount of our monthly deposit

8. Enter information for each check written. Ensure that each entry that is listed in the checkbook is on the "Monthly Expense" form.
9. Ensure that amount listed as the balance in checkbook matches the balance on form.
10. House Manager submits the 'Household Receipts Expenses" form, Checking Account Expenses" form and a copy of the check register to the Accounting Department by the 3rd business day of the following month.
11. Accounting will verify that a receipt is attached to every expense sheet (Household Receipts and Petty Cash Expenses (b).
12. Accounting will verify that check amounts on the Checking Account Expenses Report (a) agree to the copy of the check registers (c) submitted by every house.
13. Accounting will verify that the amounts on each Household Receipts Expenses (b) sheet agree with the amount on the Checking Account Expenses (a)
14. Accounting will review the receipts for a verifiable breakout of items purchased. example: food, food related, program supplies, household supplies, laundry supplies, medical supplies and other per Residential Financial Policy # R205.
15. Accounting will add totals on the Checking Account Expense (a) to be sure they are correct.
16. After the household expenses are complete and verified, accounting posts expenses to the Monthly Household Expense (d) excel model for each house using the Checking Account Expense sheet (a). Post the expense totals by account for each house. Expenses are categorized as food, food related, program supplies, household expenses, laundry, medical and other.
17. After the Monthly Household Expense (d) excel model is completed, Accounting will print it out and check the inputs.
18. Accounting will enter the household expense journal entry into MAI using the accounts and numbers from the Monthly Household Expense (d) model.
19. Accounting will print out and check the journal entry.