

<b>FIDUCIARY MANAGEMENT BRANCH</b> <b>Bank Reconciliation</b>	<b>DAIL-DOS-FID-14</b>
<b>Effective Date: March 29, 2010</b> <b>Revised Date: May 5, 2023</b>	<b>Page 1 of 1</b>

**Policy Statement:**

The department reconciles bank statements to ledger accounts to ensure individuals under guardianship's funds are properly and prudently maintained.

**Legal Authority:** [KRS 210.290 Cabinet may act as fiduciary - Duties - Powers](#)  
[KRS 387.680 - 700 Guardianship and Conservatorship for disabled persons](#)  
[910 KAR 2:030 Accounting provisions for adult guardianship](#)

**Procedure:**

- (1) Designated fiduciary staff reviews, daily transactions, data system deposits, and payments to ensure they match.
- (2) Any discrepancies in deposit or payment totals are researched for resolution with three (3) business days.
- (3) If unable to resolve discrepancies within three (3) business days, the bank is contacted for assistance in resolution.
- (4) Monthly reconciliation of bank statements and data system is completed to ensure month end close out.