

Internal Accounts

Audit/Training/Compliance

Agenda:

- Most Common Comments & Solutions
- Internal Accounts Procedures
- Remote Deposit -Seacoast
- Questions

Most common audit comments

Cash Collections

Finding

- Cash Collections (Untimeliness of Student Receipts) 18 Schools
- Cash collected by teachers & sponsors not being remitted to the bookkeeper in a timely manner.

Rule

- Collections must be turned in no later than the next business day.
- Funds should not be left in the classrooms overnight.

Deposits

Finding

- Untimeliness of Deposits. 2 Schools

Rule

- All monies collected must be deposited intact into the bank as frequently as feasible as dictated by sound business practices.
- In any event, funds collected must be deposited within five (5) business days after initial collection of funds.
 - Deposits must be made before weekends and/or Holidays.

Report of Monies Collected

Finding

- Report of Monies Collected Form Missing. 1 School

Rule

- At a minimum, this form must include:
 - the beginning and ending receipt numbers
 - total cash amount
 - detail of individual checks. (Check #)
- Teacher/Sponsor must take the money and form in person to the bookkeeper no later than the next business day after the money was collected.
- The Report of Monies Collected form protects both the teacher and the bookkeeper.

Student Receipts

Finding

- Student Receipts not issued or not available.
- 3 schools

Rule

- Teacher/Sponsor must fill out and give the individual their copy of the cash receipt (*white copy*) from the District issued cash receipt/collections book immediately upon receipt of the money.
- Individual receipts are required anytime the individual collection is greater than \$5.00.

Check Request/Cash Disbursement

Finding

- Cash disbursements not supported by a check requisition forms indicating approval prior to purchase. 2 Schools
- Check requisition forms only contained one signature.

Rule

- All purchases must be officially approved in advance, before any commitment is made.
- The principal is the only authority to approve purchases.
- All Requisitions and Checks must have two authorized **signatures**.

Principals Report and Bank Reconciliation

Finding

- Principals Reports and Bank Reconciliations not completed & authorized timely. 11 Schools

Rule

- Principal's Reports and bank reconciliations are to be completed and submitted by the 20th of the following month.

Fundraising Forms

Finding

- Fundraiser Financial Forms not completed for all fundraising activities. 11 Schools

Rule

- All fundraising activities must be for a specific purpose & authorized in advance.
- A financial report must be filed after each fundraising activity.

Sales Tax

Finding

- Sales tax was not always paid when items were purchased for resale. 9 Schools

Rule

- All items purchased for resale are subject to sales tax.
 - Example: purchases of concessions, must pay sales tax at the time of purchase.
 - If you are making a profit on the item, then tax must be paid.
 - If the item will not remain as school property or represent a school club or sport, tax must be paid at the time of purchase.

Stale Dated Checks

Finding

- Cash disbursements not supported by a check requisition forms indicating approval prior to purchase. 2 Schools

Rule

- Checks older than 6 months should be written off and stale dated check information retained for inclusion in the District unclaimed property report.

Journal Entries

Finding

- Journal entries were not approved. 2 schools

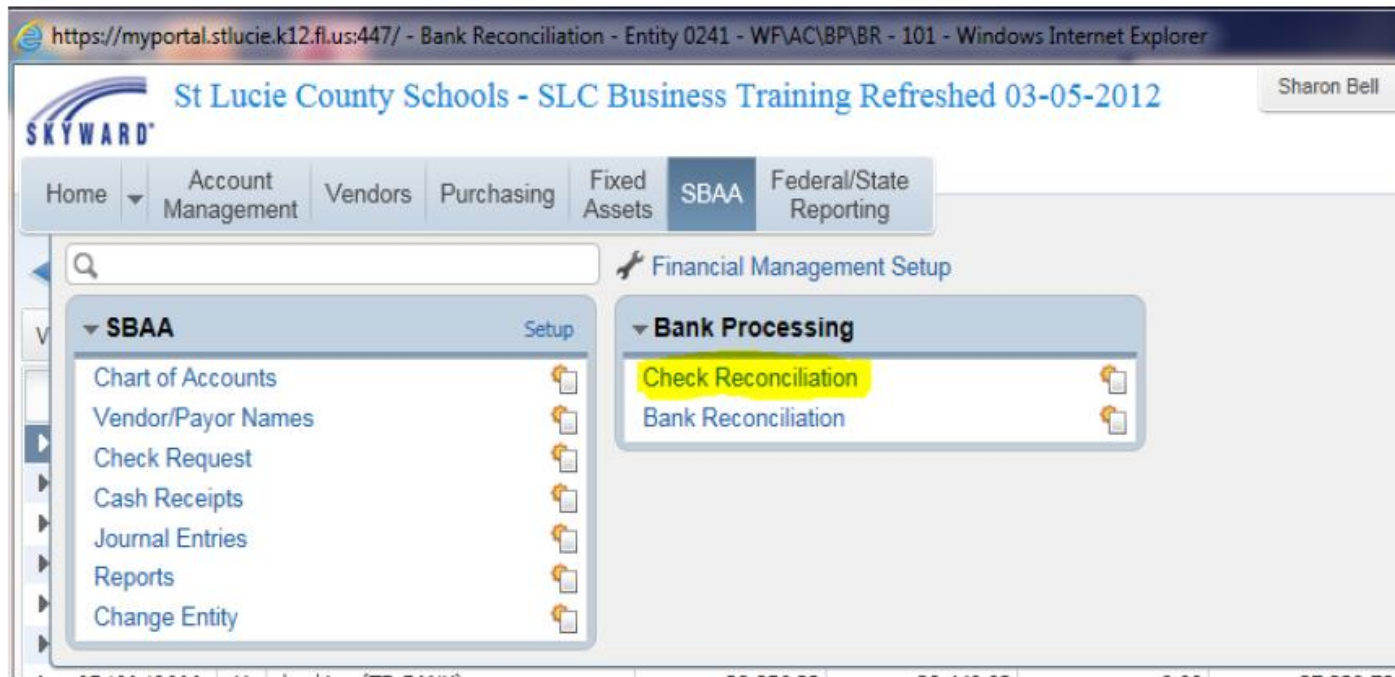
Rule

- Principal/Director must approve all transfers / journal entries for internal accounts by reviewing, signing and dating the journal printout from Skyward.

Audit Findings Questions/Comments

Bank Reconciliation Steps

1. Obtain the bank statement. On Skyward, select **SBAA, Check Reconciliation**.



Bank Reconciliation Steps

2. Select **Mass Add Statement Date**.

https://myportal.slc.k12.fl.us:447/ - Check Reconciliation - Entity 0241 - WF\AC\BP\CK - 71 - Windows Internet Explorer

St Lucie County Schools - SLC Business Training Refreshed 03-05-2012

Sharon Bell Account Preferences Exit ?

Home Account Management Vendors Purchasing Fixed Assets **SBAA** Federal/State Reporting

Check Reconciliation ☆

Checks for Entity: 0241 - checking (TD BANK)

Check Number	Vendor Name	Check Amount	Check Date	Statement Date
000006966	CROCCO-CUFF STACY	72.10	02/29/2012	
000006965	SAM'S CLUB	20.98	02/29/2012	
000006964	TREES 'N MORE	395.00	02/29/2012	
000006963	SAM'S CLUB	80.00	02/28/2012	
000006962	LOWE'S	100.00	02/24/2012	
000006961 Y	SAM'S CLUB	100.00	02/29/2012	02/29/2012
000006961	SAM'S CLUB	100.00	02/23/2012	02/29/2012
000006960 Y	DOLLAR TREE	75.00	02/23/2012	02/23/2012
000006960	DOLLAR TREE	75.00	02/09/2012	02/23/2012
000006959	UNITED WAY OF ST LUCIE COUNTY	729.15	02/02/2012	
000006958	RHYTHM BAND INSTRUMENTS	69.90	02/02/2012	

Filter Options

Apply Statement Date

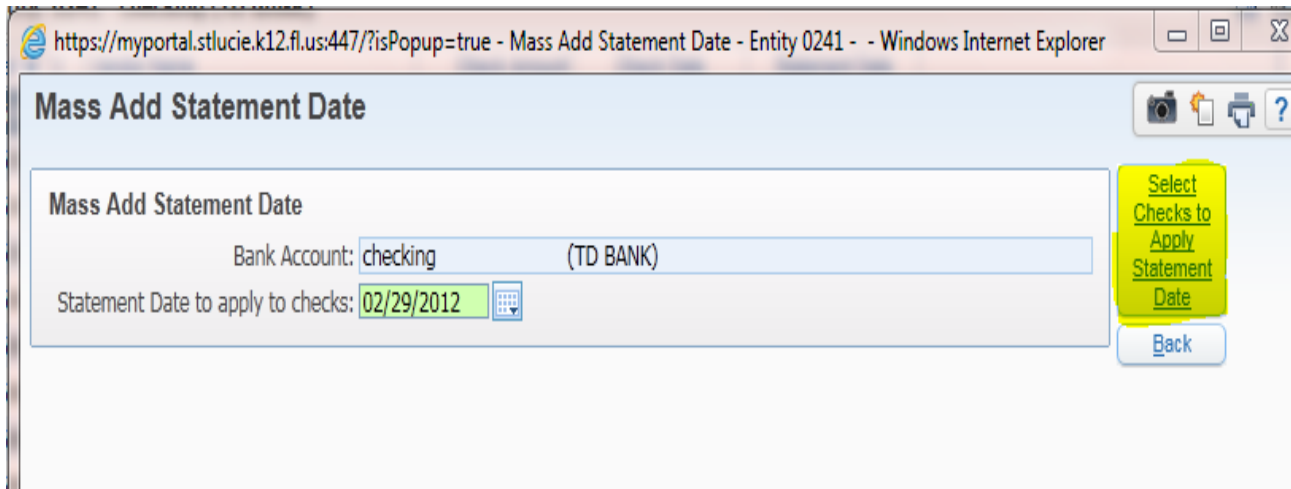
Edit Statement Date

Remove Statement Date

Mass Add Statement Date

Bank Reconciliation Steps

- Change the date to the last date of the month being reconciled. Then select ***Checks to Apply Statement Date***.



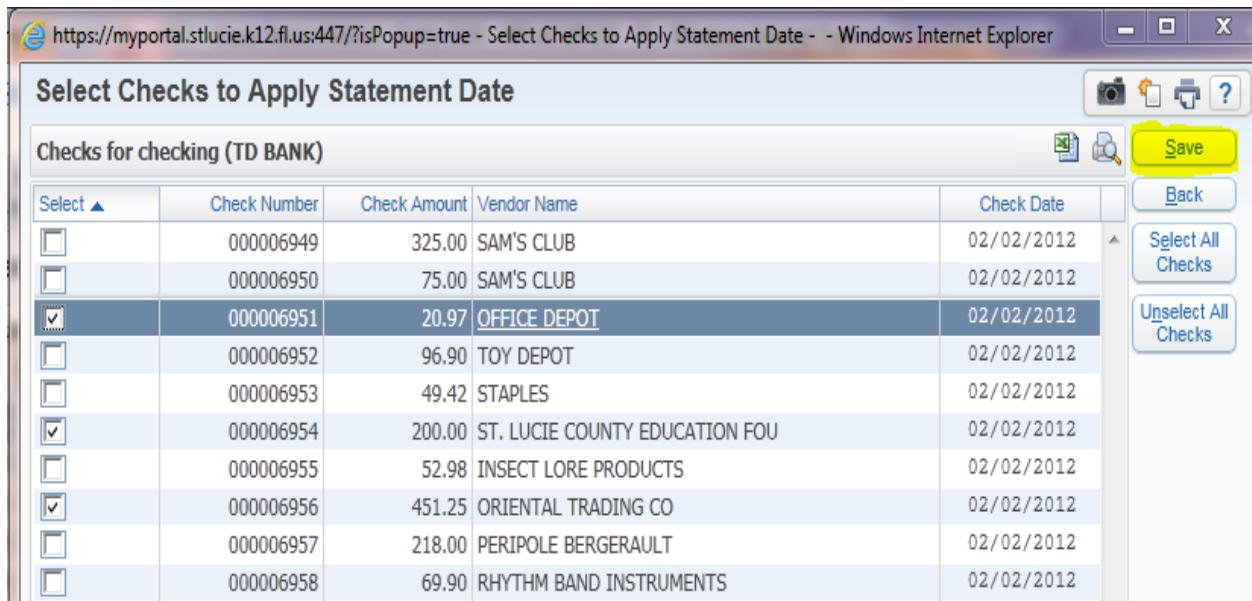
The screenshot shows a web browser window with the address bar displaying: <https://myportal.stlucie.k12.fl.us:447/?isPopup=true> - Mass Add Statement Date - Entity 0241 - - Windows Internet Explorer. The page title is "Mass Add Statement Date". The form contains the following fields:

- Bank Account: (TD BANK)
- Statement Date to apply to checks: 

On the right side of the form, there is a yellow button labeled "Select Checks to Apply Statement Date" and a blue button labeled "Back".

Bank Reconciliation Steps

- ▶ Place a check mark beside each check that has cleared the bank in the month being reconciled. Then select **Save**.



https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Select Checks to Apply Statement Date - - Windows Internet Explorer

Select Checks to Apply Statement Date

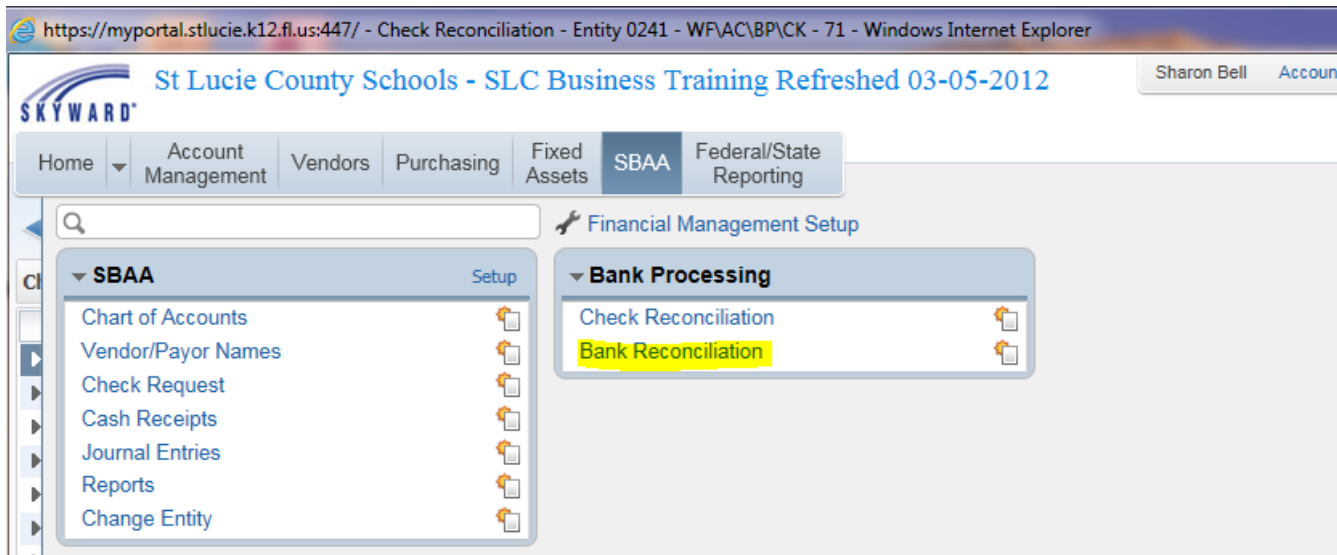
Checks for checking (TD BANK)

Select ▲	Check Number	Check Amount	Vendor Name	Check Date
☐	000006949	325.00	SAM'S CLUB	02/02/2012
☐	000006950	75.00	SAM'S CLUB	02/02/2012
☒	000006951	20.97	OFFICE DEPOT	02/02/2012
☐	000006952	96.90	TOY DEPOT	02/02/2012
☐	000006953	49.42	STAPLES	02/02/2012
☒	000006954	200.00	ST. LUCIE COUNTY EDUCATION FOU	02/02/2012
☐	000006955	52.98	INSECT LORE PRODUCTS	02/02/2012
☒	000006956	451.25	ORIENTAL TRADING CO	02/02/2012
☐	000006957	218.00	PERIPOLE BERGERAULT	02/02/2012
☐	000006958	69.90	RHYTHM BAND INSTRUMENTS	02/02/2012

Buttons: Save, Back, Select All Checks, Unselect All Checks

Bank Reconciliation Steps:

Select **SBAA**, **Bank Reconciliation**.



Bank Reconciliation Steps

- Select **Add** to add the next month Bank Reconciliation



Bank Statement Closing Date	R	Bank	Statement Balance	Adjusted Bank Statement Balance	Variance	Beginning Cash Balance	Month End Balance
01/31/2012	Y	checking (TD BANK)	51,682.38	51,632.38	0.00	48,113.03	51,632.38
12/31/2011	Y	checking (TD BANK)	49,423.05	48,113.03	0.00	45,283.19	48,113.03
11/30/2011	Y	checking (TD BANK)	43,574.02	45,283.19	0.00	34,558.80	45,283.19
10/31/2011	Y	checking (TD BANK)	32,460.03	34,558.80	0.00	33,282.08	34,558.80
09/30/2011	Y	checking (TD BANK)	33,599.48	33,282.08	0.00	28,877.08	33,282.08
08/31/2011	Y	checking (TD BANK)	30,475.28	28,877.08	0.00	28,440.92	28,877.08
07/31/2011	Y	checking (TD BANK)	28,856.23	28,440.92	0.00	27,330.78	28,440.92

Bank Reconciliation Steps

- ▶ Enter the last date of the month being reconciled and the ending balance as shown on the bank statement. Then select ***Continue***. Next select ***Calculate Amounts***.

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Bank Reconciliation Parameters - Entity - Windows Internet Explorer

Bank Reconciliation Parameters

Bank Reconciliation Parameters

* Bank Statement Closing Date: 02/29/2012 Wednesday

* Bank: checking (TD BANK)

* Cash Account: 8910A1119 0000 0241 00000 00000 00000

* Bank Balance Shown on bank statement: 45,123.45

Continue

Back

Asterisk (*) denotes a required field

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Bank Reconciliation - Entity 0241 - WFA - Windows Internet Explorer

Bank Reconciliation

Bank Statement Closing Date: 02/29/2012

Bank: checking (TD BANK)

Cash Account: 8910A1119 0000 0241 00000 00000 00000

Reconciled: no Reconciled By:

Back

Process	Start Time	End Time	Status
Calculate Beginning Balance			
Calculate Checks			
Calculate Deposits			
Calculate Journal Entries			

Calculate Amounts

Bank Reconciliation Steps

- ▶ When the variance is zero, select **Reconcile**. Then select **OK**.

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Bank Reconciliation - Entity 0241 - WFA - Windows Internet Explorer

Bank Reconciliation

Bank Statement Closing Date: 02/29/2012
Bank: checking (TD BANK)
Cash Account: 8910A1119 0000 0241 000000 00000 00000
Reconciled: no Reconciled By:

Reconcile your Bank Statement Balance
Bank Balance shown on this Bank Statement: 45,123.45
Items Not Listed on this Statement
Less Checks: 2,284.43
Plus Cash Receipt Deposits: 0.00
Plus Fee Management Deposits: 0.00
Plus Journal Entry Transactions: 0.00
Subtotal of Skyward Transactions not on Statement
Less Manual Adjustments
Adjusted Bank Statement Balance
SBA Ending Cash Balance as of 02/29/2012
Previous Month Ending Balance
Items from Skyward Transactions
Less Checks
Plus Cash Receipt Deposits
Plus Fee Management Deposits
Plus Journal Entry Transactions: 1.14
Subtotal of Skyward Transactions: -1,152.96
Month End Balance: 50,479.42
Variance: 0.00

Save and Finish later
Close Without Saving
Reconcile ?

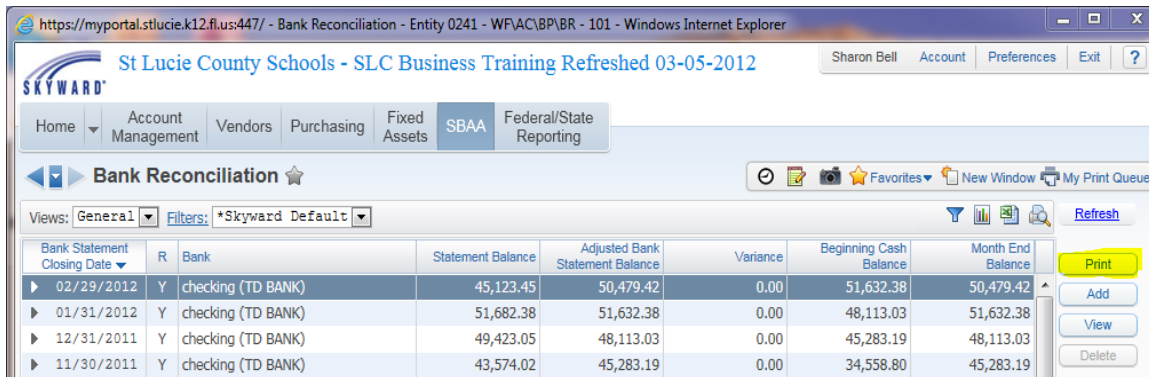
Message from webpage

Are you sure you want to flag this month as reconciled?
Once the month is reconciled and changes are saved, you will not be able to modify this month's information.

OK Cancel

Bank Reconciliation Steps

- ▶ Once the Reconciliation is complete
- ▶ Select the file for the month being reconciled and select **Print**.



The screenshot shows the Skyward Bank Reconciliation interface. At the top, there's a navigation bar with links like Home, Account Management, Vendors, Purchasing, Fixed Assets, SBAA, and Federal/State Reporting. Below this, the 'Bank Reconciliation' section is active. A table displays reconciliation data for four months. The table has columns for Bank Statement Closing Date, R, Bank, Statement Balance, Adjusted Bank Statement Balance, Variance, Beginning Cash Balance, and Month End Balance. To the right of the table are buttons for Print, Add, View, and Delete.

Bank Statement Closing Date	R	Bank	Statement Balance	Adjusted Bank Statement Balance	Variance	Beginning Cash Balance	Month End Balance
02/29/2012	Y	checking (TD BANK)	45,123.45	50,479.42	0.00	51,632.38	50,479.42
01/31/2012	Y	checking (TD BANK)	51,682.38	51,632.38	0.00	48,113.03	51,632.38
12/31/2011	Y	checking (TD BANK)	49,423.05	48,113.03	0.00	45,283.19	48,113.03
11/30/2011	Y	checking (TD BANK)	43,574.02	45,283.19	0.00	34,558.80	45,283.19

- ▶ Select report Detail, Transactions not on Bank Statement, Print



The screenshot shows the 'Bank Reconciliation Print Options' dialog box. It contains instructions for selecting the report type (Summary or Detail) and the transaction filter (All Transactions, Transactions on Bank Statement, or Transactions not on Bank Statement). The 'Detail' radio button is selected, and the 'Transactions not on Bank Statement' checkbox is checked. There are 'Print' and 'Back' buttons on the right side of the dialog.

Bank Reconciliation Print Options

Select Summary to print the Bank Reconciliation Summary Report.

Select Detail to print the Bank Reconciliation Detail Report.

When Detail is selected you will have more options:
Select "All Transactions" to display all transactions which are on the Bank Statement as well as all transactions which have not yet been on a Bank Statement.
Select "Transactions on Bank Statement" to only display transactions that are on the Bank Statement.
Select "Transactions not on Bank Statement" to only display transactions that have not yet been on a Bank Statement.

☐ Summary ☒ Detail

☐ All Transactions
☐ Transactions on Bank Statement
☒ Transactions not on Bank Statement

Bank Reconciliation Tips

- ▶ OUT OF BALANCE?
- ▶ Look on the bank statement for any chargebacks/debits (returned checks, bank fees, etc.)
- ▶ Check for credits (deposit adjustments, bank fee refunds).
 - ▶ Investigate these as need them and record adjustments (i.e. journal entries) as necessary.
 - ▶ (Note: The date on these journal entry adjustments should be within the statement month being reconciled.)

Bank Reconciliation Tips

Match the amount of checks paid on the bank statement to the amount of **Total Checks on Statement** at the top of the Skyward screen

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Bank Reconciliation - Entity 0241 - WFA - Windows Internet Explorer

Bank Reconciliation

Total Checks on Statement: **672.22** This browse allows you to select the Checks that are on this statement.
Total Checks Not on Statement: **2,284.43** Statement Date to apply when clearing checks without a statement date: **02/29/2012**

Views: **General** Filters: ***All Checks**

Check Number ▲	Check Date	on Stmt*	Check Amount	V	Payee	Statement Date
000006939	12/20/2011	☒	50.00		STAPLES	02/10/2012
000006939	02/10/2012	☒	50.00	Y	STAPLES	02/10/2012
000006949	02/02/2012	☐	325.00		SAM'S CLUB	
000006950	02/02/2012	☐	75.00		SAM'S CLUB	
000006951	02/02/2012	☒	20.97		OFFICE DEPOT	02/29/2012
000006952	02/02/2012	☐	96.90		TOY DEPOT	
000006953	02/02/2012	☐	49.42		STAPLES	
000006954	02/02/2012	☒	200.00		ST. LUCIE COUNTY EDUCATION FOU	02/29/2012
000006955	02/02/2012	☐	52.98		INSECT LORE PRODUCTS	

Bank Reconciliation Tips

- Confirm the Cash Receipts match the bank statements amount of deposits.

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Bank Reconciliation - Entity 0241 - WFA - Windows Internet Exp

Bank Reconciliation

Total Cash Receipts on Statement: 1,752.55 This browse allows you to select the Cash Receipts to

Total Cash Receipts Not on Statement: 0.00

Views: General Filters: *All Cash Receipts

Receipt Date ▼	on Stmt*	Amount	Receipt Number	Vendor/Payor	Description
02/10/2012	☒	110.00	000001565	MCCARTNEY, MARY MARGARET	Recorder Sales
02/10/2012	☒	64.00	000001564	INGRUM, RAINA MARIE	Field Trip
02/10/2012	☒	12.00	000001561	O'HANLON, LISA RHEA	Field Trip
02/10/2012	☒	8.00	000001562	THOMAS, AMY	Field Trip
02/10/2012	☒	4.00	000001563	STERN, LEANN P	Field Trip
02/06/2012	☒	72.00	000001559	MARTINEZ-WILLS, GERALDINE A	Field Trip
02/06/2012	☒	10.00	000001560	PRICE, SHARON ANN	School Shirt
02/06/2012	☒	4.00	000001558	O'HANLON, LISA RHEA	Field Trip

Bank Reconciliation Tips

- Investigate any difference by running a report of the monthly deposits.
- Go to **SBAA, Reports, Cash Receipt Report**.
- Run for the Print/Post Date of current month being reconciled.
- Compare the amounts on this report to the amounts on the bank statement.
- If there are deposits posted to Skyward that appear on the next month's bank statement (deposits in transit), uncheck these deposits in the **on Statement** column.

The screenshot shows a web browser window with the URL <https://myportal.stlucie.k12.fl.us:447/?isPopup=true>. The page title is "SBAA Cash Receipt Report - Entity 0241 - Win...". The form is titled "SBAA Cash Receipt Report" and contains the following sections:

- Template Settings**
 - * Template Description:
 - ☒ Share this template with other users in entity 0241
 - ☐ Print Greenbar
- Cash Receipt Ranges**
 - Entity:
 - Status: ☒ All ☐ Not Processed ☐ History
 - * Unprocessed Cash Receipts will be included regardless of ranges.
 - Receipt Date Range: (dropdown)
 - Low: (calendar icon)
 - High: (calendar icon)
 - Receipt Number: (calendar icon)
 - Report Option: ☒ Detail ☐ Summary
 - Sequence: ☒ Bank ☐ Entered By
 - ☐ Report only on the following person
 - Entered By: (dropdown)
 - Print/Post Date Range: (dropdown)
 - Print/Post Date: (calendar icon) (calendar icon)

Asterisk (*) denotes a required field

Buttons on the right: Save, Save and Print, Back.

Bank Reconciliation Tips

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - SBAA Check Reconciliation Report - Entit - Windows Internet Explorer

SBAA Check Reconciliation Report

Template Settings

* Template Description:

☒ Share this template with other users in entity 0241

☐ Print Greenbar

Check Reconciliation Ranges

Entity:

* Bank Account: (TD BANK)

Check Types: ☒ R = Regular ☒ V = Void

Display Checks:

Low High

Statement Date Range:

Statement Date:

Check Number:

Vendor Key:

Check Date Range:

Check Date:

Check Amount:

Print/Post Date Range:

Print/Posted Date:

Asterisk (*) denotes a required field

[Save](#)
[Save and Print](#)
[Back](#)

Adding a Liability Account

- A First determine the account number to be added.
- All internal account numbers begin with number“8”. The second number in an account number is determined by the purpose and type of account, using Chart of Accounts on page 8-10 of the Redbook for guidance.
- For example a trust account number would begin with “86” (86xxx).
- In addition, there are account numbers reserved for specific purposes, as follows:

Adding a Liability Account

This page in its entirety can be found on Page 2-of the Internal Accounts Manual.

Project Number	Project Description		Project Number	Project Description
81020	Baseball		81282	Volleyball, Varsity
81040	Basketball		81300	Wrestling
81041	Basketball, Boys		81995	Athletic Officials
81042	Basketball, Girls		81996	General Athletic Operations
81043	Basketball, JV		81997	District Reimbursement
81060	Bowling		81998	Athlete Processing Fees
81080	Cheerleaders		81999	Athletic Gate Receipts
81081	Cheerleaders, JV		82020	Band
81082	Cheerleaders, Varsity		82040	Chorus
81100	Cross Country		82060	Music
81120	Football		84020	National Honor Society
81121	Football, Varsity		84040	National Jr. Honor Society
81140	Golf		84060	Safety Patrol
81141	Golf, Boys		84080	Student Council

Adding a Liability Account

When adding an Liability Account always highlight where you want to add the account so that you are in the correct area: See below:

Chart Of Accounts - Entity 0091 - WF\AC\CO - 7139 - 05.15.10.00.08 - Internet Explorer

https://business.stlucie.k12.fl.us/scripts/wsisa.dll?WSservice=wsFin/ftsbaebrws015.w

Dana Schang Account Preferences Exit ?

SKYWARD St Lucie County Schools

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets SBAA Custom Reports Federal/State Reporting

Chart Of Accounts

Chart of Accounts with Detail Descriptions for Entity: 0091 (Fiscal Year 2015-2016 (Current))

Sequence: Regular account sequence

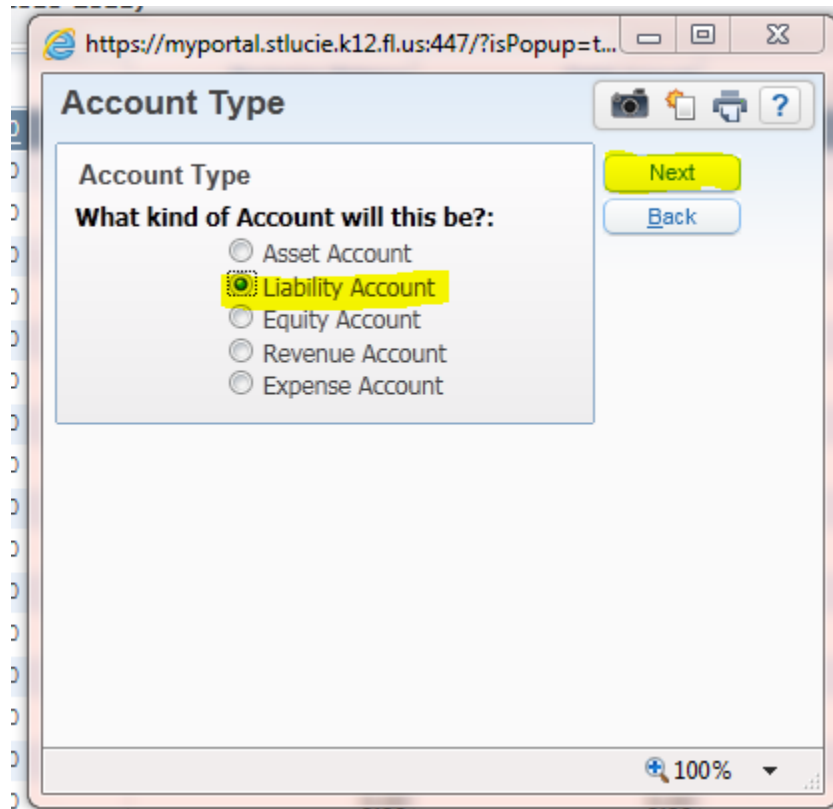
Account Number Fund T Func Obj Fac Proj Subpr Prog	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
▶ 8910A1119 0000 0091 00000 00000 00000 00000	0.00	0.00	0.00	0.0
▶ 8910A1119 0000 0091 00000 00001 00000 00000	0.00	0.00	0.00	0.0
▶ 8910A1119 0000 0091 00000 00002 00000 00000	10,748.88	20,655.80	15,793.58	15,611.1
▶ 8910L2290 0000 0091 82060 00000 00000 00000	-592.15	0.00	0.00	-592.1
▶ 8910L2290 0000 0091 83000 00000 00000 00000	-89.05	89.05	0.00	0.0
▶ 8910L2290 0000 0091 83001 00000 00000 00000	-0.66	0.00	0.00	-0.6
▶ 8910L2290 0000 0091 83002 00000 00000 00000	-145.86	0.00	0.00	-145.8
▶ 8910L2290 0000 0091 83003 00000 00000 00000	0.00	2,472.39	2,823.00	-350.6
▶ 8910L2290 0000 0091 83004 00000 00000 00000	-423.92	698.39	1,222.00	-947.5
▶ 8910L2290 0000 0091 83005 00000 00000 00000	-228.86	484.39	1,104.00	-848.4
▶ 8910L2290 0000 0091 83006 00000 00000 00000	0.00	0.00	0.00	0.0
▶ 8910L2290 0000 0091 84060 00000 00000 00000	0.00	0.00	0.00	0.0
▶ 8910L2290 0000 0091 84080 00000 00000 00000	-14.37	0.00	0.00	-14.3
▶ 8910L2290 0000 0091 85030 00000 00000 00000	0.00	0.00	0.00	0.0
▶ 8910L2290 0000 0091 85040 00000 00000 00000	-128.80	0.00	0.00	-128.8
▶ 8910L2290 0000 0091 85050 00000 00000 00000	-34.42	0.00	0.00	-34.4
▶ 8910L2290 0000 0091 85080 00000 00000 00000	-800.99	0.00	0.00	-800.9
▶ 8910L2290 0000 0091 86000 00000 00000 00000	-422.11	1,988.79	1,911.36	-344.6
▶ 8910L2290 0000 0091 86010 00000 00000 00000	-1.69	0.00	0.00	-1.6
▶ 8910L2290 0000 0091 86011 00000 00000 00000	0.00	0.00	0.00	0.0
▶ 8910L2290 0000 0091 86020 00000 00000 00000	0.00	0.00	0.00	0.0
▶ 8910L2290 0000 0091 86021 00000 00000 00000	-43.00	0.00	0.00	-43.0

< 2000 51 records displayed >

Account: ABC

Adding a Liability Account

- ▶ Select Liability Account from account type



The screenshot shows a web browser window with the URL <https://myportal.stlucie.k12.fl.us:447/?isPopup=t...>. The page title is "Account Type". Below the title, there is a section titled "Account Type" with the question "What kind of Account will this be?:". There are five radio button options: "Asset Account", "Liability Account", "Equity Account", "Revenue Account", and "Expense Account". The "Liability Account" option is selected and highlighted with a yellow box. To the right of the options, there are two buttons: "Next" (yellow) and "Back" (blue). At the bottom right of the window, there is a zoom level indicator showing "100%".

Adding a Liability Account

- Verify that the Type is “L” FOR Liability
- Function will be 2290
- Type Project Number Adding
- Type account title in the Act Level Desc Field
- Click Save

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Account - Entity 0241 - WFAC\CO - 7139 - Windows Internet Explorer

Account

Account Number Dimensions

* Fund: 8910 SCHOOL INTERNAL ACCOUNTS

* Type: L Liability

* Function: 2290 Internal Accounts Payable

* Object: 0000

* Facility: 0241 FLORESTA ELEMENTARY

* Project: 86115

* Subproject: 00000

* Program: 00000

Characteristics for Account Number

Account Status: ☒ Active ☐ Inactive

PO Disc:

AC Disc:

Level 3:

Category:

Acct Quick Key:

Acct Level Desc: Science Grant

Offset Closing Acct:

Asterisk (*) denotes a required field

Save **Back**

Journal Entries

WHEN DO I DEBIT AND CREDIT?

- If a check clears for Less than what was written?
 - Credit Liability
 - Debit Bank Account
- If a check clears for More than what was written?
 - Debit Liability
 - Credit Bank Account



Journal Entries

WHEN DO I DEBIT AND CREDIT

- If a Deposit receipt comes in over by the amount entered in skyward?
 - Credit Liability
 - Debit Bank Account
- If a Deposit receipt comes in less than the amount entered in skyward?
 - Debit Liability
 - Credit Bank Account



Remote Deposit's

- Discussion on Remote Deposits
- Overview from Seacoast Bank regarding procedures.

Questions and Discussion.