

Acme Corp Financial Reconciliation Policy

Purpose

This document defines Acme Corp's policy for account reconciliation across all business units.

Frequency

All balance sheet accounts must be reconciled monthly within 5 business days of period close.

Thresholds

Transactions exceeding \$10,000 require Level 2 managerial approval. Intercompany balances above \$50,000 require CFO sign-off.

Workflow

1. Retrieve balances from Fusion ERP.
2. Match transactions.
3. Investigate variances.
4. Approve reconciliation.
5. Archive report.

Escalation

Unreconciled amounts older than 30 days are escalated to the Accounting Director.