

# 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.