



Policy Name:	Bank Operations
Revision Date:	May 9, 2023
Approval Authority:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"><i>s/Keith Percy</i></div> <div>05072024</div> </div>
	<div style="display: flex; justify-content: space-between;"> <div>President Perimeter Park West, Inc.</div> <div>Date</div> </div>

Policy

It is the policy of Perimeter Park West, Inc. to adhere to the cash basis of accounting, which is a basis of accounting often used by smaller entities. It is not the intent of PPW, Inc. to follow Generally Accepted Accounting Principles (GAAP) standards of the United States of America. PPW, Inc. agents will adhere to the following guidelines.

Section 1: Bank Accounts

- a. When identifying a bank in which to establish bank accounts for PPW, Inc., special consideration must be made for potential interest income.
- b. Bank accounts are opened or closed only with PPW, Inc. Board approval.

Section 2: Bank Statements

- a. Each month PPW, Inc. must receive a reconciliation statement from the bank for each bank account that has been set up through board approval.
- b. The bank statements will be used to reconcile to PPW, Inc. Operating Account balance and PPW, Inc. Corporate Account balance on a monthly basis and within 15 business days of receipt of the bank statements. If a vendor is providing bookkeeping services, they will be required to adhere to these guidelines.
- c. The reconciliations shall be prepared by the bookkeeper or a PPW, Inc. agent and reviewed by another PPW, Inc. agent. The bookkeeper or a PPW, Inc. agent will date

and sign/initial the reconciliations as preparers. The other PPW, Inc. agent will date and sign/initial the reconciliations as reviewer. The reconciliations are provided to the PPW, Inc. Board in packets for their review.

Section 3: Checks

- a. Checks can only be signed by authorized PPW, Inc. agents.
- b. Checks require dual signatures.
- c. Checks require appropriate backup documentations as defined by the Monetary Transactions Policy.
- d. Checks are written in sequential order. PPW, Inc. agents only sign checks that are written in sequential order, unless a reasonable explanation (voided check) is provided for the checks being out of order. PPW, Inc. agents will document this explanation on the check ledger or bank reconciliation.
- e. PPW, Inc. agents will note all voided and destroyed checks on the check ledger or bank reconciliation.
- f. PPW, Inc. agents will ensure the check date reflects the date the check was actually written. PPW, Inc. agents will not sign checks that are post-dated or pre-dated. If the date is inaccurate, it will be corrected prior to payment. The only exception to this policy is the bi-monthly check written to the building maintenance vendor. These checks will be pre-dated two weeks in advance and kept in the safe until the date for the payment (the 15th or 30th of the month), in accordance with the contract. A memo will be prepared and approved for each payment. This is to ensure that the checks are available for payment on the due date.
- g. The following actions will be taken prior to paying invoices:
 1. When approving invoices, PPW, Inc. agents will only approve invoices submitted by the vendor who actually completed the work. If it is determined that the maintenance manager is entitled to an additional management fee for a project, a separate invoice will be submitted by the maintenance manager for this fee.
 2. PPW, Inc. agents will only sign checks if the payee matches the vendor on the invoice.
- h. All payments will be made via check. The only exception to this policy is the annual dividend payment, which may be made by wire.
- i. If a check does not clear within 90 days, PPW, Inc. agents will contact the vendor to determine if the payment was received. If a new check is generated, a stop payment

will be issued against the original check and this will be noted by PPW, Inc. agents on the check ledger or bank reconciliation.

- j. PPW, Inc. agents will ensure images (front and back) of cancelled checks are provided with all bank statements. If these are not received, they should be requested from the bank prior to completing the monthly reconciliation. As a part of the reconciliation process, PPW, Inc. agents will review cancelled checks to ensure they have not been altered and to ensure they were deposited by the individual or business listed as the payee.