


**Jeff Glazier**  
**Controller**

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**TO:** Joseph McMahon, Managing Director (Administration)  
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**CC:** Jessica Baraket, Purchasing Agent  
Luisa Follweiler, Treas & Acct Manager

**FROM:** Jeff Glazier, Controller 

**DATE:** February 12, 2020

**SUBJECT:** Bank Reconciliation Review  
For the month ended 11/30/2019

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My office recently conducted a review of Bank Reconciliations for the month ended 11/30/2019. Testing included a review and aging of the reconciling items and the timeliness of the bank reconciliations. Attached is the final report for your records.

3 issues were revised, and 1 issue remains unchanged.

If you have any questions regarding the attached report, please contact me directly.

Bank Reconciliation Review  
For the month ended 11/30/2019