

CHECKING ACCOUNT RECONCILIATION

All local checking accounts outside of the State of Delaware accounting system will be reconciled on a monthly basis. Such reconciliation will be performed by the Finance Assistant and will be reviewed by the Human Resource and Finance Manager for accuracy and timeliness. The reconciliation report will be presented during the regularly scheduled CBOC Meeting and will be presented to the Board of Directors during their regularly scheduled monthly meeting. Any errors will be listed as part of the monthly reconciliation.

APPROVED BY THE BOARD OF DIRECTORS SEPTEMBER 23, 2015