



*The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.*

In CTK, Following procedures are used for proper financial management controls and practice to promote the economic stability of the institution.

1. On a daily basis, at the end of each day, any revenue collected is submitted to the Finance Office and the amount and the source of revenue is verified.
2. On a monthly basis, the Accounting Department and Admission Office are responsible for the bookkeeping necessary to perform a month-end closing including the bank reconciliation through “monthly review” of revenue collected. All tuition credit card payments are reconciled with the bank to ensure accuracy at the end of the month. The total revenue collected from all sources and the total itemized expenditures are reconciled on a quarterly basis by finance director, as per the job responsibility. Copies of the reports and financial information are stored either in the school’s external hard drive or in the iCloud system in the accounting office, available immediately for review whenever needed. However, this digital backup system is password-protected and access is limited to specific personnel only, including the FDO and CAO.