



FISCAL POLICY MANUAL

POLICY J-1: Policy for Journal Entries
APPROVED: Auditor-Controller-Treasurer-Tax Collector (ACTTC)
AUTHORITY: Auditor-Controller-Treasurer-Tax Collector (ACTTC)
ISSUE/REVISED DATE: November 14, 2007

I. PURPOSE

Journal entries are used to make adjustments to general ledger accounts, record accruals, process payments between departments, record interest and property tax revenue and post cash activity for warrant processing.

II. POLICY

Journal entries are subject to appropriation control and fall under the County policy as established by the Board of Supervisors. Charges between departments are specifically approved by the County Administrator during the budget process.

III. RESPONSIBILITIES

Departments are accountable for the transactions they process. The Auditor-Controller-Treasurer - Tax Collector's office reviews all transactions for reasonability and compliance with County policy.