



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No. 286	Date Issued: October 15, 2003
Section: 200 – Administrative Policies	Date Revised: August 9, 2023
SUBJECT: ACCOUNTING SYSTEM	
APPROVED: <u><signed copy on file></u> Amethyst Uchida, General Manager	

- 1.0 In order to ensure the General Manager is kept informed about the Authority’s flow of funds, the Senior Administrative Assistant assigned to the Fiscal Unit of the Business Division will maintain an accounting system.
- 2.0 The accounting system will include a General Ledger specific to each fiscal year.
- 3.0 The General Ledger will track the Authority’s flow of funds by budget unit and sub-object.
 - 3.1 The General Ledger will provide the following information for every budget unit and sub-object:
 - 3.1.1 Posting date
 - 3.1.2 Description of transaction
 - 3.1.3 Whether the transaction is a debit or credit transaction
 - 3.1.4 Expenditures to date
 - 3.1.5 Balance available
 - 3.1.6 Amount budgeted
 - 3.2 Encumbrances will be posted as debits as soon as they are incurred.
- 4.0 The General Ledger will be updated no less than monthly.
- 5.0 The General Ledger will be reconciled against the County’s Expenditure/Revenue reports every month.

- 6.0 A monthly summary for each budget unit and sub-object will be prepared and will include:
 - 6.1 The initial appropriation for each budget unit and sub-object
 - 6.2 Balance available at the beginning of the month
 - 6.3 Expenditures and encumbrances made during the month
 - 6.4 Unencumbered balance
- 7.0 The General Manager will review and approve the monthly summary for each budget unit and sub-object.