POLICY: FD-III-1
DEPARTMENT: Finance
CATEGORY: General Ledger
EFFECTIVE DATE: July 2019
SUPERSEDES VERSION DATED: November 2008
Page 1 of 1

Policy & Procedure Manual

GENERAL LEDGER PROCESSING – FD-III-1

POLICY

A General Ledger will be accurately maintained on a monthly basis for all funds.

PURPOSE

To ensure that all financial transactions are recorded accurately in order to produce Financial Statements.

PROCEDURE

1. REFER to ADAGIO GENERAL LEDGER AND FINANCIAL REPORTER Module for menu items.

2. A journal entry control listing is kept on a monthly basis. As each component of the General Ledger is entered and posted, the appropriate batch number is entered on the log.

3. Refer to Appendix A for available source codes, applicable references and descriptions for each batch entered.

4. Upon verification that all entries are in, a trial balance is printed and balanced. Financial statements are prepared as per Policy FD-II-2.

RECOMMENDED BY: Director, Finance and Administration   **APPENDICES:** 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director   **SIGNATURE:**

BATCH HEADING	REFERENCE	DESCRIPTION
CASH RECEIPTS	Receipt #	Received From
BANK ENTRIES	Interest Lease Fees	For the Month of Type of Equipment MM RBC Fees
ACCOUNTS RECEIVABLE	Individual Fees Employee Union Leave Miscellaneous	For the Month of Benefit Coverage Invoice # Invoice #
MINISTRY REVENUE	MCCSS Funding	For the Month of
PAYROLL	MMYY-Payroll P/R Accrual P/R Accrual Reverse	MMYY Payroll MMYY Accrual MMYY Reversal
BENEFIT ALLOCATION	MMYY Ben Alloc	MMYY Benefits
ACCOUNTS PAYABLE	Accounts Payable A/P Accrual Utilities Visa	Cons by AP Vendor/Ref # Type of Utility MM Visa-Initials of Holder
STORES ISSUES	St Joes	Stores Issues
GENERAL JOURNALS	Misc Adjustments	Source of Adj.

SOURCE CODES

GL-AP	ACCOUNTS PAYABLE
GL-AR	ACCOUNTS RECEIVABLE
GL-BA	BENEFITS ALLOCATION
GL-BK	BANK ENTRIES
GL-CR	CASH RECEIPTS
GL-JE	JOURNAL ENTRY
GL-PR	PAYROLL
GL-RE	MCCSS REVENUE
GL-SI	STORES ISSUES