

Process	Sub-Process	What (Objective)	Why (Risk or Exposure)	RETURN TO MENU	How (Applicable Controls)	Control Number	
J Finance	J1 Accounting Policy	The chart of accounts is designed to meet business / function financial reporting and financial consolidation requirements, and is periodically reviewed and updated.	The chart of accounts may not be updated for changes in accounting principles or current business and financial reporting requirements.		New accounting principles/business reporting requirements are communicated to and processed within legal entity accounting systems.	J1-1.1.1	
						The chart of account elements are reviewed periodically, at least annually and then approved by Finance Management.	J1-1.1.2
			Active accounts may not be included in the chart of accounts structure.		Account classification and coding systems are adequate to allow for accurate and consistent financial statement classification.	J1-1.2.1	
		A complete and current chart of accounts is defined in the County's accounting systems and system logic enforces the use of valid accounts for all accounting entries.	Invalid and/or wrong accounts may be used to record accounting entries and transactions.		System logic in the County accounting systems enforces the use of valid accounts for all accounting entries.		J1-2.1.1
		The chart of accounts is complete and accurate.	The chart of accounts may not be maintained completely and/or accurately, which may affect transactional postings.		A complete and current chart of accounts is defined in the County's accounting systems and system logic enforces the use of valid accounts for all accounting entries.		J1-3.1.1
					Account additions, deletions and changes to account master data are appropriately reviewed, approved, and set up in the County's accounting systems (including mapping tables).		J1-3.1.2
		Only appropriate users are able to make changes in the chart of accounts (e.g., mapping, accounts and elements).	Financial accounting and reporting structures may be intentionally or unintentionally and inappropriately changed by users.		The ability to maintain the chart of accounts is restricted to appropriate users and the list of users is reviewed and approved annually.		J1-4.1.1
		External reporting adheres to Federal, State and local governmental accounting standards.	Financial Statements (or sub-components thereof) may be prepared and published and not be in compliance with Federal, State and local governmental accounting standards.		New accounting developments are monitored and applicability to the County is determined; policies and procedures for implementation of new accounting standards are defined, documented, communicated and adhered to.		J1-5.1.1
					Accounting policies and procedures are written, kept current to facilitate compliance with Federal, State and local governmental requirements, and are consistently applied and enforced; any exceptions are documented.		J1-5.1.2
					Sufficient accounting expertise is in place for consulting and guidance regarding the necessity for reporting and compliance with Federal, State and local governmental accounting standards and requirements.		J1-5.1.3
		Appropriate documentation support, including data sources, exists for all transactions, statements, reports, footnotes and disclosures.	Sufficient documentation (evidence) may not exist to justify accounting transactions and financial reports.		Appropriate support documentation, including data sources, exists and is maintained for all transactions, statements, reports, footnotes and disclosures.		J1-6.1.1
		Costs are appropriately established, calculated and recorded in accordance with County policy.	Costs may be incorrectly stated and result in inaccurate financial reporting.		Per County policy, including appropriate threshold amounts, entries are made to record liabilities for materials / services received for which invoices have not yet been received by the County or processed by Accounts Payable ("received not billed").		J1-7.1.1
					Costs are reviewed to ensure they are classified correctly (e.g. Period Expense, Cost, or Capital, etc.) and recorded in the proper period.		J1-7.1.2
					Management reviews cost variances between actual costs and estimates, outlooks, or history. Significant variances are investigated and resolved.		J1-7.1.3