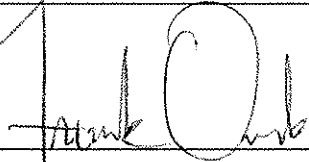


<b>CITY OF WILDOMAR ADMINISTRATIVE POLICY</b>	<b>Number FIN1</b>
	<b>Date 7/12/10</b>
<b>SUBJECT: JOURNAL ENTRIES (1 of 2)</b>	<b>Authority City Manager</b>
	<b>Administrator Asst. City Manager/Finance</b>
<p><b>Policy:</b> It is the policy of the City of Wildomar to properly prepare, enter and approve journal entries into the accounting system and for each journal entry to be properly documented and stored. In order to process journal entries, the following procedures are to be followed.</p> <p><u>General Information:</u> City of Wildomar periodically prepares journal entries for recurring transactions such as monthly payroll and other journal entry transactions for the purpose of reclassification or correction of accounts.</p> <p><b>Procedures:</b></p> <ol style="list-style-type: none"> <li>1. A Journal Entry Form must be completed for each journal entry.</li> <li>2. Complete the Account Number, Account Name, Debit and Credit columns ensuring that the total debits equal total credits per fund.</li> <li>3. Complete the Description section by entering a brief description of the purpose of the journal entry.</li> <li>4. Number the Journal Entry at the top right hand corner of the page following the City's journal entry numbering sequence.</li> <li>5. Backup documentation supporting the journal entry must be attached to the Journal Entry Form.</li> <li>6. The Journal Entry Form must be signed and dated by the preparer of the journal entry.</li> <li>7. The Journal Entry Form must be reviewed, signed and dated by a supervisor prior to posting into the accounting system.</li> <li>8. After the Journal Entry is entered into the general ledger and posted, a posting report needs to be attached to the Journal Entry Form and supporting backup documentation.</li> <li>9. Each Journal Entry with backup documentation and posting report is to be kept in a binder dedicated for Journal Entries for that fiscal year.</li> <li>10. The Journal Entry Log must be completed with the Reference number and Description as</li> </ol>	

each Journal Entry Form is prepared and to be placed in the front of the binder.

11. Journal Entries are to be retained according to the City's records retention policy.

Approved:



Date:

9/22/10

