

Journal Entry System

WIFA Policy #: V.3

Purpose:

To ensure WIFA staff accounts for WIFA's assets and liabilities pursuant to generally accepted accounting principles, monitor the related flow of funds, and report to the Board of Directors on a periodic basis.

Policy:

WIFA's Controller will enter or supervise the entries of data, on a monthly or more frequent basis as necessary from the trustee, the state's accounting system, and other sources into a journal entry system to update working balance sheets, income statements, statement of changes in equity and statement of cash flows.

Responsibility: Controller

Statutory Reference: A.R.S. Title 49, Chapter 8

Rule Reference: N/A

Original Issue Date: April 14, 1998

Previous Amendment Date(s): June 18, 2003

Most Recent Amendment Date: August 17, 2011 (*Replaces All Previous Versions*)

Approval:



Executive Director

8/17/11

Date