

**City of South Bend
Administration & Finance Policy Manual**



2.13 Adjusting JE Policy

Effective: January 1, 2010

Purpose: This policy defines the practice and protocol for recording adjusting or correction journal entries in the general ledger of the City of South Bend,

Scope: This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective January 1, 2010.

1.0 Policy Statement

The City of South Bend has defined that adjusting and correction journal entries to be recorded in the general ledger, require the approval of the Controller, prior to recording in the general ledger.

All adjusting and correction journal entries will have the denoted journal entry classification of AJ.

- 1.1 Adjusting and correction journal entries may be prepared by accounting staff in the Finance Department or by accounting staff in any city department.
- 1.2 Adjusting and correcting journal entries are to be prepared in the general ledger system as a pending journal entry by the responsible department and forwarded to the Director City Finance for review, including appropriate documentation supporting the AJ entry.
- 1.3 Following acceptable review by the Director City Finance, the AJ will be submitted to the Controller for approval.
- 1.4 Following Controller sign-off authorizing the AJ, the Director City Finance will record the AJ in the general ledger. The AJ entry and corresponding supporting documentation will be maintained on file by the Director City Finance.