

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-030

**Documentation of Accounting
Policies & Procedures Policy**

**Effective Date:
May 27, 2019**

Revision Date:

Objective

The Town of Lockeport is committed to documenting its accounting policies and procedures. A well-designed and properly maintained system of documenting accounting policies and procedures enhances accountability, consistency, and communication. The resulting documentation can also serve as a useful training tool for staff as well as enhance the audit process.

Principles

1. The Town of Lockeport will document all accounting policies and procedures in an organized, user-friendly format that is readily available to employees and the public;
2. All accounting policies and procedures will be periodically reviewed and updated if necessary; and
3. The Town Clerk/Treasurer will be responsible for overseeing the approval and review process.

Application

1. This policy applies to all accounting-related policies and procedures of the Town of Lockeport. Currently, these are:
 - Procurement Policy
 - Operating Reserve Policy
 - Capital Reserve Policy
 - Accounts Receivable and Payment Control Policy
 - Debt Management Policy
 - Cash Flow Forecasting Policy
 - Financial Planning Policy
 - Multi Year Capital Policy
 - Travel Policy
 - Annual Conference Policy
 - Records Management Policy
 - Payroll Procedures
 - Reserve Transfer Procedure

This list may be updated or changed in the future subject to the Town's policy approval and review process.

2. As a measure of internal control, accounting procedures will indicate which employees are to perform which procedures, especially who has the authority to authorize transactions and the responsibility for the safekeeping of assets and records.
3. Procedures will be described as they are actually intended to be performed rather than in an idealized form.
4. The policies and procedures should include:
 - a) A clearly stated purpose which explains both the design and purpose of control-related procedures;
 - b) Clearly stated responsibilities for employees; and
 - c) An accounting policy approval procedure that will be established and communicated throughout the organization.
5. The Town Clerk/Treasurer is responsible for ensuring compliance with this policy.

<u>Town Clerk/Treasurer's Annotation For Official Policy Book</u>	
Date of Passage of Current Policy: <u>May 27, 2019</u>	
I certify that this Policy was adopted by Council as indicated above.	
<hr/>	<u>May 28, 2019</u>
Town Clerk/Treasurer	Date