

**Accounting Policies and Procedures - May 2018 Summary Log**

<b>Chapter/Topic</b>	<b>Subtopic</b>	<b>Section</b>	<b>Change Summary</b>
<b>Budgeting &amp; Appropriations</b>	Surplus Transfers	2.5   Surplus Transfers	Updated screenshots
<b>Cash Receipts &amp; Revenue</b>	Recording Revenue	8.3   Properly Recording Revenue	Cash receipts should be recorded on or about the same time as deposit; changed from within 15 days of deposit
	Advertising Revenue	8.3   Properly Recording Revenue	Added new section on set aside for outreach advertising fund
<b>Contracts &amp; Encumbrances</b>	Gift Card Purchases	3.10   Gift Card Purchases	Added new section on gift card purchases, including recipient eligibility, purchasing restrictions, card distribution, and card usage
	Becoming a City Supplier	3.4   Becoming a City Supplier	Added language on Chapter 12B compliance requirements
<b>Expenditures</b>	1099 Withholding	4.6   IRS 1099 Miscellaneous (MISC) Reporting Rules	Added additional information on 1099 withholding and how it is denoted on supplier profiles and purchase orders
	Approval of Invoices	4.3   Approval of Invoices	Updated batch schedule
	Prompt Payment	4.4   Payment Considerations	Updated policy and table on payment terms
	Tolerance	4.3   Approval of Invoices	Updated policy on voucher tolerance
	General	4   Expenditures	Updated language on Paymode X
	ACH FAQ	4.4   Payment Considerations	Updated questions to reflect changes in supplier policy and procedures from change to Paymode X
	Sales Tax	4.4   Payment Considerations	Updated language on tax applied to discounted amounts
	Retention	4.4   Payment Considerations	Replaced retainage procedure with reference to updated Job Aide
	Construction/Contract Payment	4.4   Payment Considerations	New policy and procedure on requesting a joint check for payment
	Single Payments	4.4   Payment Considerations	Added language on single payment, including verification of correct pay terms
	Credit Memorandum	4.4   Payment Considerations	Correct "negative voucher" to "adjustment voucher"
	Payment Cancellation	4.4   Payment Considerations	Added additional instructions for Lost Warrant (Check); updated affidavit form and contact information
	Vouchers	4.4   Payment Considerations	Updated policy and procedures on deleting vs. closing vouchers; added sections on impact of voucher deletions, impact on encumbrances, etc.
	Revolving Funds	4.9   Payment Mechanisms	Updated procedure on entries to replenish revolving funds
<b>Expenses</b>	Business Travel Guidelines	4.8   Employee Travel & Business Expenses	Inserted link to City Administrator site for updated list of banned states per LGBT Ordinance
	Pre-approval	4.8   Employee Travel & Business Expenses	Updated section with policy on travel authorizations and how they must be processed in Peoplesoft (if applicable)
	Account Codes	4.8   Employee Travel & Business Expenses	Insert additional language and table for expense account codes
	General	4.8   Employee Travel & Business Expenses	Updated language on verifying receipts, prohibiting gift card reimbursements, etc.
	Cash Advance	4.8   Employee Travel & Business Expenses	Added policy on non-travel cash advances
	Transportation	4.8   Employee Travel & Business Expenses	Updated policy to require at least three quotes from a travel fare aggregator site before purchasing online.
	Employee Separation	4.8   Employee Travel & Business Expenses	Added procedure on outstanding expense reimbursements for separated employees
	Reimbursement	4.8   Employee Travel & Business Expenses	Updated language on DHR as the departmental approver
<b>Financial Reporting &amp; Records Retention</b>	Classification of Records	13.3   Financial Reporting & Records Retention	General policy update
<b>Fixed Assets</b>	General	10   Fixed Assets	General policy, including significant update related to the creation of CIP Assets and the methodology to place them in service
<b>Glossary</b>	General	19.4   Glossary	General update
<b>Grants &amp; Gifts</b>	Treasury Offset Program	12.14   Treasury Offset Program	New section on the Treasury Offset Program, including background, CCSF impact, notification information, and procedure to resolve offsets.
	Grant Sub-recipient Expenditures	12.9   Grant Expenditures	Added language on sub-recipient compliance and costs of fringe benefits such as pay associated with vacation leave
<b>How-To &amp; Screenshots</b>	General	18   How-To and Screenshots	Added links to various Flash alerts
<b>Procurement Card (P-Card)</b>	General	5   Procurement Card	General policy update, including card replacement procedure and the removal of eMerge record tracking
<b>Projects &amp; Project Costing</b>	Authority	16.3   Understanding Project Funding & Authority	Revised language on budget definitions and Authority 1 and 2