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**[CHC]**

**Accounting System Policy**

**Date Last Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Policy**

It is the policy of [CHC] to structure the accounting system to ensure separation and simple identification of revenue, expenditures and other transactions (direct and indirect) that are assigned to federal programs.

* The [CHC] chart of accounts will be structured to include the ability to report the receipt of funds, revenue, and expenditures separately by federal program.
* Records will be maintained in accordance with [CHC]’s record retention policy to include the source documentation and application of the following:
  + Receipts and disbursements
  + Federal awards (including but not limited to Notice of Awards)
  + Authorizations
  + Obligations
  + Unobligated balances
  + Assets
  + Expenditures
  + Income and interest

1. **Accountability**

The following [CHC] staff are responsible for ensuring compliance with and overseeing the following aspects of this board approved policy:

* Chief Financial Officer

1. **Procedures**

<Insert Procedures>