

WCHO		<i>Policy and Procedure</i>	
		General Journal Entries	
Department: Budget Finance and Administration Author: Marie Irwin		Local Policy Number (if used) 10.011	
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I. PURPOSE

To establish specific procedures regarding journal entries to the General Ledger.

II. POLICY

It is the policy of the Washtenaw County Community Health Organization to restrict and monitor any journal entry transactions that affects its General Ledger.

III. APPLICATION

All Finance Staff of the Washtenaw Community Health Organization who are authorized to write journal entries are to follow the procedures set forth in this policy.

IV. DEFINITIONS

Journal Entry: A manually created financial transaction increasing/decreasing (debiting) the balance of one or more accounts, while simultaneously increasing/decreasing (crediting) the balance of one or more other accounts.

V. STANDARDS

Generally accepted accounting principles

VI. EXHIBITS

None

VII. REFERENCES

Reference:	Check if applies:	Standard Numbers:
42 CFR Parts 400 et al. (Balanced Budget Act)		
45 CFR Parts 160 & 164 (HIPPA)		
42 CFR Part 2 (Substance Abuse)		

Michigan Mental Health Code Act 258 of 1974		
JCAHO- Behavioral Health Standards		
MDCH Medicaid Contract		
MDCH Substance Abuse Contract		
Michigan Medicaid Provider Manual		

VIII. PROCEDURES

WHO	DOES WHAT
Finance Staff	<p>Review accuracy and appropriateness of transactions made to the WCHO Financial Records</p> <p>Prepares journal entries necessary to maintain accuracy and appropriateness of transactions to the financial records.</p> <p>Completes the Journal Entry Form and attaches all substantiating documentation.</p> <p>Submits journal entry form and documentation to WCHO finance director or designated staff.</p>
WCHO Finance Director or Designated Staff	Reviews, approves and posts journal entries in electronic financial system.