

Cash Receipts and Expenditures: *Journal Entries and Electronic Fund Transfers*

All electronic fund transfers and journal entries shall be kept secured and controlled by the accounting/front office with limited access. Passwords should be kept secured and changed periodically.

Each journal entry or electronic fund transfer should be substantiated by supporting documentation.

Each journal entry or electronic fund transfer should be recorded in the District's accounting records.

Administration or an individual without cash disbursement duties shall document approval of journal entries or electronic fund transfers.

The District's audit committee or designee should review and approve the journal entries and electronic fund transfers on a monthly basis.