

SECTION IV--ACCOUNTING RECORDS

ACCOUNTING RECORDS

This section provides an overview of the accounting records and the flow of information through the accounting system. Every financial transaction of the county must be recorded in the accounting records. These records consist of forms and books including:

- source documents - evidence of original transactions
- books of original entry - registers or journals in which the accounting detail of each transaction is recorded
- books of final entry - primarily the general ledger, supported by subsidiary ledgers in which a summary of the detail from the books of original entry is posted
- financial statements - forms in which the result of all prior transactions are reported to show financial position and results of operations

Records generated by the computer should at least be prepared and printed for the books of original entry, the books of final entry and the financial statements. The use of the computer usually allows a magnitude of reports to be printed; however, only the required records and other management type reports need to be printed or saved. For internal control purposes, computer reports should be filed by report type and not by month with all reports combined. Filing by report allows for the control of consecutive numbers such as receipt numbers.