

## POLICY ON JOURNAL ENTRY AUTHORIZATION

### Purpose

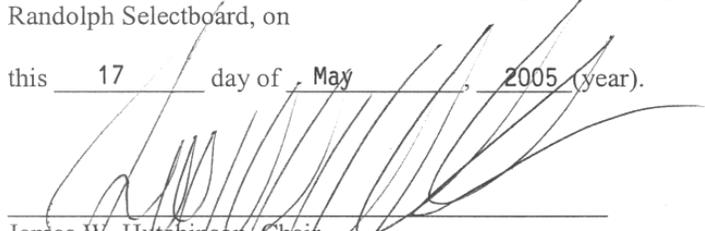
In order to ensure the integrity of the Books of Original Entry of the Town of Randolph, it is recommended that all adjusting entries be reviewed and approved.

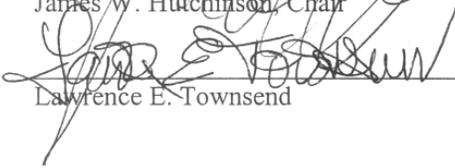
### Procedure

- 1) All adjusting journal entries initiated by the Town of Randolph accounting staff will be reviewed and approved monthly by the Town Manager/or Town Clerk/Treasurer. All entries should include adequate documentation or explanation to ensure a proper audit trail.
- 2) Written approval must be made either for the individual journal entry documents, or for the trial balance that includes the journal entry transactions, and in both cases, the balances of the accounts affected must be matched against the monthly financial statements to ensure that accounts have not been altered prior to statements being run.

This Journal Entry Authorization Policy was signed and adopted by the Town of Randolph Selectboard, on

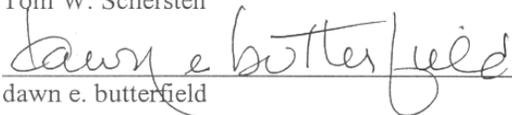
this 17 day of May, 2005 (year).

  
James W. Hutchinson, Chair

  
Lawrence E. Townsend

Heather A. Tallman

  
Tom W. Schersten

  
dawn e. butterfield