

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

AUX-819

POLICIES AND PROCEDURES GOVERNING PREPARING AND RECORDING JVS FOR AUXILIARY (WATER/SEWAGE)

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to prepare and record JVs for Auxiliary (water/sewage) in a timely manner. This policy sets forth guidelines to ensure that the JVs for Auxiliary (water/sewage) are submitted and monitored timely to ensure compliance with university regulations.

OVERVIEW

The Financial Compliance and Budget Management Section of the Comptrollers Office have the vested responsibility for the financial administration of preparing and recording JVs for Auxiliary (water/sewage) for the Southern University System. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accountants in this office function as the financial liaisons funding agencies, project directors the faculty, staff, and other campus administrative offices.

DEFINITION

None.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of Financial Compliance and Budget Management through the Director of Accounting Services, Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

RESPONSIBILITY FOR NOTIFICATION OF CHANGES

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Division of Financial Compliance and Budget Management.

DUTIES AND RESPONSIBILITIES

The Accountant within the Comptroller's Office is responsible for the preparation and recording JVs for Auxiliary (water/sewage). The steps required for processing are outlined below.

PROCEDURES FOR PREPARING AND RECORDING JVS FOR AUXILIARY (WATER/SEWAGE):

1. The Accountant receives the water/sewerage bill each month from Accounts Payable Section.
2. The Accountant prepares worksheet with the percentage to be charged.
3. The square feet information for each department comes from the Budget Office.
4. A journal vouchers (JV) is prepared to debit each department to be charged and to credit accounts # 2-10703-3797 (water) and 2-10703-3798 (sewerage).
5. The accountant obtains a JV number from the Data Entry Department.
6. The accountant obtains the required signature of General Fund Accountant.
7. The accountant makes a copy of the JV for his/her file.
8. The accountant supervisor passes the JV to the Accountant Supervisor.
9. The Accountant Supervisor passes the JV to the Accountant Manager.
10. The Accountant Manager passes the JV to the Associate Comptroller for final approval.
11. After the Associate Comptroller approves the JV, the JV goes back to the Accountant.
12. The accountant signs the JV into the JV Receivable Log located in Data Entry Department for processing.

NOTE: This is due on the 25th of each month .

- ☐ Approved
- ☐ Disapproved

Mrs. Gwendolyn A. Bennett
Associate Vice Chancellor for Financial Operations/Comptroller

- ☐ Approved
- ☐ Disapproved

Mr. Flandus McClinton, Jr.
Vice Chancellor for Finance and Administration