



TO: All Financial Managers AC201402
FROM: Trina Brietske, Daily Processing Program Manager
DATE: September 12, 2013
SUBJECT: Accounting Policy and Procedure Manual Changes

Please share this information with the appropriate personnel.

Below is a summary of changes to the Accounting Policy and Procedure Manual for the Membership Policy that went into effect January 7, 2013.

The current policies are located in the DAS State Accounting Policy and Procedure Manual.

PROCEDURE	CHANGE
230.600 Payment Policies-Memberships in Outside Organizations	Removed the Executive Council from the approval process for Memberships. The policy has been updated for the new process. Effective 1-7-13.
240.150 Miscellaneous-Prior Approvals-One Time Approvals	Removed 4.a. Executive Council prior approval. Effective 1-7-13.
290.000 Index	Executive Council removed 230.600.
295.000 Effective Date of Policies	230.600, 240.150, 290.000, 295.000 changed effective dates.

Please refer questions to me at (515) 281-4497.