



TO: All Financial Managers
And Accounting Personnel

AC200104

FROM: Trina Brietske, Daily Processing Program Manager

DATE: December 1, 2000

SUBJECT: Accounting Policy and Procedure Manual Updates

Please find enclosed update pages to the Accounting Policy and Procedure Manual. Some procedures include fairly minor changes, and since the intent of the procedure did not change, entire procedures were not reissued. The effective date of the page revision is directly under the effective date of the policy to help ensure that you are using the proper revised page. I have attached replacement pages for your manual. Below is a summary of the changes.

PROCEDURE #

EXPLANATION

230.600 2.b. Payment Policies-Memberships

Increased Chamber of Commerce dues to \$220

260.250 Central Services-Appeal Board

Changed policy to reflect new legislation eliminating the 90day rule. EFFECTIVE 7/1/00

If you have questions or comments you may email Trina.Brietske@idrf.state.ia.us, or call 515-281-4497.