



Governor Kim Reynolds  
Lt. Governor Adam Gregg  
Adam Steen, Director

TO: Financial Managers AC202302  
FROM: Nick Miller, Division Administrator, State Accounting Enterprise  
DATE: February 1, 2023  
SUBJECT: **Accounting Policy and Procedures Manual Change**

**PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL**

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Below is a summary of a changes to a procedure in the DAS-SAE Accounting Policy and Procedures Manual, which will become effective on **March 1, 2023**.

The updated policy is **temporarily** located in [Section 001-Updated Documents](#) for your review. Because documents are audited according to the rules that were in effect **at the time the expense occurred**, you must retain your own copies of the present policy. You will use this when processing documents with dates occurring before March 1, 2023.

The State Accounting Policy and Procedures Manual is located online.

See the following for a description of the effected policy with noted changes.

PROCEDURE	CHANGE
<b>220.351 Employee Expenses; Retirement Expenses</b>	The total cost of the Retirement Recognition Award is <b>increased</b> to \$125.00 per retiree, with an Effective Date of 3/1/2023

If you have questions, please contact me.