



STATE OF IOWA

DEPARTMENT OF REVENUE AND FINANCE
GERALD D. BAIR, DIRECTOR

TO: All Financial Managers and Accounting Personnel AC200206

FROM: Trina Brietske, Daily Processing Program Manager

DATE: March 25, 2002

SUBJECT: Accounting Policy and Procedure Manual Updates

PLEASE FORWARD TO THE APPROPRIATE PERSONNEL.

The following procedures have been updated with a revised or effective date of 5/1/02. These revisions are located on the Intranet for your review, (www.intranet.state.ia.us/cgi-bin/drf/frames.htm). The updates are located under the DRF Accounting Manual, 000-Updated Documents. These revisions will be moved to the appropriate procedures in the manual on 5/1/02. I would suggest you make copies of the current pages to use when pre-auditing any claims, prior to the effective date of the newly revised policies.

1. 200.000 pg. 4, added Procedure 240.301.
2. 202.000 pg. 1, deleted paragraph 1.a., which referred to Appeal Board 3-month accrual.
3. 210.106, revised the metropolitan area inclusions per the Pre-Audit Advisory Committee (PAC). Please note the Des Moines area inclusions. EFFECTIVE 5/1/02.
4. 210.120 1.c & 2.a., mandatory doctor's excuse was eliminated, per PAC. EFFECTIVE 5/1/02.
5. 210.306, changed Bentonville to Arkansas (revised on 1/1/02).
6. 210.320 2.a. (3) (b), changed to read "is required" per PAC. EFFECTIVE 5/1/02.
7. 210.320 2.a. (4)(c), changed to read "is required" per PAC. EFFECTIVE 5/1/02.
8. 220.000, Employee Expenses Table of Contents - updated.
9. 240.000, added procedure 240.301 "New Fund Requests".
10. 240.301, "New Fund Requests" This is a new procedure to the manual, however, the process has been in effect since 3/31/95. EFFECTIVE 5/1/02.
11. 260.160, updated.
12. 270.401 #4, deleted last 2 sentences to reflect the current IFAS structure.
13. 270.401 #5, deleted last 2 sentences to reflect the current IFAS structure.
14. 270.401 #5 (f), updated to reflect the current IFAS structure.
15. 270.401 pg. 3, added the current form.
16. 270.500 (3), added the "date the warrant outdated", per PAC, EFFECTIVE 5/1/02.
17. 270.750 2g., added (CRQ).
18. 290.000 pg. 5, "Personal Funds Supplied" changed the reference to 203.000.
19. 295.000, Effective Dates updated.

If you have questions please feel free to contact me, Trina.Brietske@idrf.state.ia.us, (515) 281-4497.