



# STATE OF IOWA

DEPARTMENT OF REVENUE AND FINANCE

TO: All Financial Managers AC200304

FROM: Trina Brietske, Daily Processing Program Manager

DATE: December 5, 2002

SUBJECT: [Accounting Policy and Procedure Manual Updates Effective 1/1/03](#)

**Please pass this information to the appropriate personnel.**

PROCEDURE	CHANGE	Date
200.00 pg. 3 Table of Contents	Removed 240.101	Revised 1/1/03
204.400 General Provisions- Miscellaneous	#2 changed the reference to 204.200 (4)	Revised 1/1/03
220.100 pg. 31 Employee Expenses- Relocation Reimbursement Policy	Recap form changed the Travel Mileage of \$.10 cents to the current Federal rate of \$.12 cents for calendar 2003.	Effective 1/1/03
220.150 Employee Expenses- Educational Leave and/or Ed. Fin Assist & Cont. Ed	New Policy. Educational Assistance is not taxable until it reaches \$5,250 a year.	Effective 1/1/02
230.150 pg. 12 & 13 Payment Policies-Taxes	New letter identifying taxes the state does/not pay.	Pg. Added 1/1/03
240.000 Miscellaneous-Table of Contents	Removed 240.101	Effective 10/1/02
240.101 Miscellaneous-Contracts- General	Removed entire procedure, refer to 240.102	Effective 10/1/02
260.450 pg. 2 Central Services-Revenue & Finance-Unemployment Claims	New letterhead, new email address	Revised 1/1/03
270.600 pg. 3 Processing-Duplicate Warrants	Affidavit form new letterhead.	Revised 1/1/03
290.000 pg. 6 INDEX	Added Services Contracting 240.102	Revised 1/1/03
290.000 pg. 1,3,5,6 INDEX	Removed references to 240.101 and Personal Services	Revised 1/1/03
295.000 pg. 2,3, 4, 5 Effective Date of Policies	Changed 220.100, 240.101, 240.102, 260.160, 295.000	Effective 1/1/03

If you have any questions please feel free to contact me at (515) 281-4497 or email:  
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