



## POLICY DIRECTIVE

Policy:	<b>DOC 1.2.3 ACCOUNTING PROCESSES</b>
Effective Date:	05/01/1996 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	07/17/1997; 04/18/2006; 12/15/2008; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

### I. POLICY

The Department will practice accounting processes in compliance with generally accepted accounting principles; Montana Code Annotated; Administrative Rules of Montana; *Montana Operations Manuals, Volume I and II*; and *Department of Corrections Payroll Procedures Manual*.

### II. APPLICABILITY

All Department divisions, facilities, and programs.

### III. REQUIREMENTS

#### A. Accounting Principles

1. The Department will adhere to Accounting Principles and State Accounting Policies as outlined in Sections 17-1-101 through 17-6-512 and 17-8-101 through 17-8-311, MCA, and *Volume II, Chapter 200, Montana Operations Manual (MOM)*.

#### B. Accounting Structure

1. The Department will utilize the accounting structure outlined in Title 17, MCA, and Volume II, Chapter 200, MOM.

#### C. Receivables, Collectibles, and Deposits

1. Receivables, collectibles, and deposits will be accounted for as outlined in 17-4-101, MCA, through 17-4-111, MCA; 17-6-101, MCA, through 17-6-512, MCA; and *Volume II, Chapters 1100 and 1200, MOM*.

#### D. Expenditures and Disbursements

1. Expenditures and disbursements will be accounted for as outlined in 17-8-101, MCA, through 17-8-311, MCA; 17-6-101, MCA through 17-6-512, MCA; and *Volume II, Chapters 1500 and 1600, MOM*.

#### E. Encumbrances

1. Encumbrances will be accounted for as outlined in 17-7-302, MCA, and 17-7-303, MCA, and *Volume II, Chapter 1300, MOM*.

#### F. Property Accounting

1. Property accounting will be accounted for as outlined in Sections 2.5.701 through 2.5.801, Administrative Rules of Montana (ARM), and *Volume II, Chapter 1700, MOM*.

#### G. Investment Accounting

1. Investment accounting will be accounted for as outlined in 17-6-101, MCA through 17-6-512, MCA, and *Volume II, Chapter 1800, MOM*.

**H. Employee Travel**

1. Employee travel will be accounted for as outlined in 2-18-501, MCA, through 2-18-512, MCA; ARM 2.4.101 through ARM 2.4.202; and *Volume I, Chapter 300, MOM*.
2. Travel expenses will be reimbursed through payroll.
3. Employee travel using State Motor Pool and personal vehicles will be done in compliance with ARM 2.4.112 through ARM 2.4.116 and *Volume I, Chapter 500, MOM*.

**I. Payroll**

1. Payroll will be accounted for as outlined in 2-18-401, MCA, through 2-18-412, MCA.

**J. Long-Term Debt**

1. Long-term debt will be accounted for as outlined in *Volume II, Chapter 2200, MOM*.

**K. Records Retention**

1. Accounting document retention will be accounted for as outlined in *Volume I, Chapter 1-800, MOM*.

**IV. CLOSING**

Questions about this policy should be directed to Financial Services.

**V. REFERENCES**

- A. 2-18-401, MCA, through 2-18-412, MCA; 2-18-501, MCA, through 2-18-512, MCA; Title 17, MCA
- B. ARM 2.4.101 through ARM 2.4.202; ARM 2.5.701 through ARM 2.5.801
- C. *Volume I, Chapters 300, 500, 1-0800; Volume II, Chapter 200, 1100 and 1200, 1300, 1500 and 1600, 1700, 1800, 2200; Montana Operations Manual*
- D. *Department of Corrections Payroll Procedures Manual*