



FISCAL POLICY MANUAL

POLICY R-1: Policy for Revenue
APPROVED: Auditor-Controller-Treasurer-Tax Collector (ACTTC)
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I. PURPOSE

Revenue is used to fund operations. As a part of the budget process, revenue is projected as an offset to expenditures. This gives a clear picture of how much it costs the County to operate each department.

II. POLICY

Revenue should only be accrued after it has been earned and only if it is reasonable to assume it will be collected prior to the end of the following fiscal period.

Revenue from cash receipts is deposited as soon as possible. It should be coded to subobjects that closely describe the source of the revenue.

III. RESPONSIBILITIES

It is the responsibility of departments to monitor their projected revenue for the year. Periodically, departments report on where they stand in relation to their projections.