



FISCAL MANUAL ADDENDUM

The accounting system used is in accordance with GAAP (Generally Accepted Accounting Principles).

The software used is: _____

See the Chart of Accounts and instruction manuals for all procedures.

Payroll is processed by: _____ on a semi-monthly basis.

_____ is responsible for payment and reporting of all payroll taxes.

See the _____ manual for instructions and forms.

Monthly Expenditure Reports are processed with Excel on forms provided by the grantee.

Fiscal records are maintained for seven (7) years. The two (2) most current years are maintained in the office files and the previous five (5) years are stored in the basement/elsewhere.