HSD Forms & Policies

Policy:
Project Setup / Numbering
Number:
Budget & Finance 95-15
Last update:
8/11/10

1.0 Purpose

To insure that HSD can account for revenues and expenses by funding source, and that assigned project designators are in compliance with the City's grant project coding rules and the Department's coding conventions.

2.0 References

2.1
For questions or clarification on this procedure, please contact your Finance Analyst.

3.0 Policy

3.1
It is the responsibility of HSD staff to coordinate with your Finance Analyst when a change in funding is anticipated. The Finance Analyst will determine the changes that affect the Department's use of project numbers.

3.2
Project coding is established in the Summit Financial Management System by Accounts Payable upon receipt of a Summit Project Request and Checklist from the Finance Analyst.

4.0 Procedures

4.1
Consult with your Finance Analyst when you anticipate any changes to existing funding or when you expect new funding.

4.2
The Finance Analyst will assign project number(s) to accommodate new and changed resources, and will coordinate with General Ledger to ensure we accurately report financial activity to the funding source.

<< return to HSD Forms & Policies