

SECTION 652: JOURNALIZING IN REGISTER OF CASH DISBURSEMENTS

1. General Description. This section describes the journalizing of all cash disbursements reported by the State Treasury (Department of Budget and Finance, Finance Division).
2. Purpose. The purposes for journalizing cash disbursements in the REGISTER OF CASH DISBURSEMENTS are:
 - (a) To classify cashed WARRANTS transactions in a manner that facilitates summary postings to the GENERAL LEDGER control accounts.
 - (b) To maintain the agreement of balances of the GENERAL LEDGER control accounts with the subsidiary WARRANTS payable ledger.
3. Scope. The entries in the REGISTER OF CASH DISBURSEMENTS include all State WARRANTS that are cashed by the State Treasury.
4. Journalizing Procedures.
 - (a) The REGISTER OF CASH DISBURSEMENTS, FORM C-3A, is a book of original entry in which all cashed WARRANTS are recorded. The cash disbursements data are recorded by DAGS Accounting Division in a single register, maintained for each month and by fiscal year, for the following funds:
 - (1) General Fund
 - (2) House
 - (3) Senate
 - (4) General Fund (2nd Series)
 - (5) Employment Security Administration Fund
 - (6) Unemployment Compensation Fund
 - (7) Special Fund
 - (8) Payroll Clearance Fund
 - (9) Trust Fund
 - (10) Bond Funds

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- (b) A summary of the paid WARRANTS, as reported by the State Treasury in the report, TREASURER'S OFFICE DISBURSEMENTS, is machine-posted to the REGISTER OF CASH DISBURSEMENTS by DAGS Accounting Division. The total entries in the REGISTER OF CASH DISBURSEMENTS affect only two control accounts of the GENERAL LEDGER:

Warrants Payable (Dr.)

Cash in State Treasury (Cr.)

- (c) The GENERAL LEDGER control account for Warrants Payable is reconciled with the subsidiary WARRANTS payable ledger (a computer-based file of DAGS Accounting Division maintained in the data processing center).