



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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TO: Chief Financial Officers

FROM: Peter B. Keenan, CPA, State Controller
Department of Administration

DATE: March 6, 2018

SUBJECT: Threshold for Accounts and Control Journal Entry Approval
CFO Memo 18-07

Effective March 12, 2018, the Office of Accounts and Control will no longer be in the RIFANS approval hierarchy for standard journal entries with a total debit value of \$2,500 or less. The final approval for those journal entries will reside with the agency, department or commission itself ("Agency").

The final review and approval of journal entries by the Office of Accounts and Control is designed to supplement, not replace, existing controls within each Agency. The journal entry hierarchy is designed as one control among several—please refer to the **Best Practice: Journal Entries** document on the Office of Accounts and Control website under "Internal Control Best Practices." In addition, please review the Office of Accounts and Control Policy A-8: **Journal Entry Approval and Documentation Requirements**. Journal entries at or under the threshold of \$2,500 should still adhere to the requirements in this policy, particularly the backup documentation requirements.

If your Agency currently has only one individual responsible for journal entry initiation and approval, you may need to strengthen the internal controls surrounding RIFANS journal entries. If you wish to add another person from your Agency to the RIFANS hierarchy, please contact the Accounts and Control liaison currently assigned to your Agency by Friday, March 9.

Periodically, the Office of Accounts and Control will review a sample of the journal entries posted to RIFANS at or under the threshold of \$2,500 for adherence to Policy A-8.

Please contact Jennifer Findlay, Associate Controller - Finance at 222-5771 or email jennifer.findlay@doa.ri.gov with any questions concerning this memo.