

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 12.13	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS: 2-CO-1B-07; 4-4031, 4-4036; 4-ACRS-7D-23, 4-ACRS-7D-24	
CHAPTER: 12 CENTRAL BUSINESS OFFICE	SUBJECT: GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) ANNUAL REPORTING	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 29 Del. C. §8903(4)(5)(7)
- II. **PURPOSE:** To establish Generally Accepted Accounting Principles (GAAP) annual reporting requirements applicable to the Department of Correction (DOC).
- III. **APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.
- IV. **DEFINITIONS:** None
- V. **POLICY:** The Central Business Office (CBO) will adhere to and comply with the year-end requirements and deadlines as detailed in the State GAAP Reporting Package Manual prepared annually by the Division of Accounting.
- VI. **PROCEDURES:** The Division of Accounting provides GAAP training prior to the end of the fiscal year. Representatives from the Department attend the training to review any changes in reporting and obtain the GAAP Reporting Package Manual and Data Entry Guide. Using the information provided by Division of Accounting, CBO distributes a memorandum to facility financial officers providing checklists, forms and the due date for submission of all facility GAAP packages to the CBO. While the information is being collected by the facility level, the CBO completes and submits the General Survey Questionnaire and Section H (Projects) to the Division of Accounting by the specified deadline.

Once all GAAP packages are received from the facilities, the CBO will audit and consolidate the information by Bureau, enter the required data into the GAAP online system, and submit the required forms and documents to the Division of Accounting by the specified deadline.

The CBO maintains working papers to support all data reported in the GAAP package.